



## Employment Opportunity

### - Senior Accounting Clerk (Term Contract) -

**Position Category:** Accounting & Treasury, Operational Support  
**Position Status:** 18 month Contract, Administration, Full-time  
**Location:** Edmonton, Alberta  
**Application Deadline:** August 30, 2019

#### **POSITION OVERVIEW:**

This is an administrative role and is responsible for the daily processes and support to the operation of the company's Accounting Department. This includes; daily journal entry postings, completing payments and expenses by receiving, processing, verifying and reconciling accounts and invoices in a timely and accurate manner. The role supports the Supervisor, Accounting Services and the Accounting Clerk while providing professional customer service to employees, associates and vendors. You are required to exercise judgment, set goals and priorities, and schedule work to meet the requirements of the department, while adhering to company policy, procedures and processes.

#### **RESPONSIBILITIES** include, but are not limited to:

- Performing daily accounting requirements including: preparing journal entries and maintaining accounting ledgers; entering, recording and posting routine financial transactions; preparing routine receipts and invoices
- Pays vendors and prepares cheques, account statements, reports and other records; receives and processes documents related to accounts such as purchase orders, invoices, expense reports, credit memos, petty cash, account statements and others
- Maintaining and administering accounts payable and accounts receivable; such as vendor accounts or customer accounts
- Reconciles processed work by verifying entries and comparing system reports to balances including daily and monthly reconciliation
- Verifying and maintaining: filing system, documents, record systems and vendor and customer accounts
- Protects organization's value by keeping information confidential and ensures customer care is handled in a professional and courteous manner
- Assists in Deposit Agency Data Entry when required and perform general office duties as assigned;
- Ability to work to time constraints and provide timely information; strong attention to detail and accuracy a must; have the ability to multitask; highly dependable; strong organization skills; and must work well under pressure
- Demonstrates ability to work independently and as a team member; and possess a genuine willingness to learn; takes the initiative to lead and is consistent with achieving results

#### **REQUIREMENTS** include, but are not limited to:

- Minimum High School Diploma or General Equivalency Diploma
- Minimum 2+ years Data Entry experience or Accounts Payable experience
- Minimum Entry Level Accounting or Introductory Accounting experience or equivalent related post-secondary education in accounting an asset
- Proficient in Microsoft Word and Microsoft Excel is mandatory
- Experience with Great Plains accounting software is considered an asset

**COMPENSATION:** Competitive salary based on necessary skills, qualifications and experience, plus our "No-Cost" comprehensive employee health benefit package and incentive programs.

**TO APPLY, SUBMIT COVER LETTER AND RESUME (REFERENCE: SRACCT-CORP)  
MARKED "PERSONAL & CONFIDENTIAL" TO:**

Peace Hills Trust Company  
Human Resources Department  
10<sup>th</sup> Floor, 10011-109 Street  
Edmonton, AB T5J 3S8  
Phone: 780.421.1606 Facsimile: 780.585.3075  
Email: [human.resources@peacehills.com](mailto:human.resources@peacehills.com)

- *We appreciate the interest of all applicants however only those selected for consideration will be contacted.*