

ACCOUNTING CLERK JOB DESCRIPTION

At Rhema Canada, we have been working to shape our organizational culture and declare our organizational purpose through 'changing and affecting lives'. We are seeking an efficient Accounting Clerk with an eye for detail and a high level of accuracy. You will be working with the Senior Accountant to perform bookkeeping and administrative duties. The Accounting Clerk will provide exceptional service that is aligned with Rhema Christian Ministries (RCM) in a multi-division environment.

Accounting Clerk Responsibilities:

- Record supplier invoices and complete the posting process.
- Match purchase requisition, advance payments and supplier invoices.
- File invoices and payment documents properly.
- Assist reconciliation of bank accounts and credit cards.
- Reconciliations of supplier ledger account.
- Assist preparation of periodic cash flow projection.
- Record recurring pre-authorized credit card payment transactions.
- Assist the annual preparation of company audit files.

Accounting Clerk Requirements:

- BS degree in Finance, Accounting or Business Administration
- Proven bookkeeping experience – minimum 1 year
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Data entry skills along with a propensity for numbers.
- Hands-on experience with spreadsheets and proprietary software (Preferably Sage-50)

Job Type:

Summer Employment - 8 weeks duration

*Note: Applicants should be between 15 - 30 years old

Part-time: Mon-Thurs (8 hours per week)

Please submit your resume to careers@rhemaonline.ca