
Job Title: Senior Accounting Clerk



Employment Status:

1 position Permanent Full-Time

1 position Temporary Full-Time

Closing Date: April 18, 2024

Location: Midhurst, Ontario

Position Summary

This position is tasked with a wide variety of general accounting functions including preparation of the financial reporting package and monthly & annual financial results. This role is also responsible for complex transactions, developing procedures, and accounting for new initiatives and the analysis of financial results. Responsible for the preparation of supporting documents for financial statements and other government reporting. This position will investigate and follow up on all discrepancies or other accounting matters as necessary.

1 position - Permanent Full-Time

1 position – Temporary Full-Time (This is a maternity leave coverage - anticipated length 12 months or greater)

Position Requirements

- A minimum of three (3) years' experience in a comprehensive financial position.
- Minimum of a three (3) year Diploma with specialization in Accounting.
- Financial software usage.
- Intermediate Excel, Reporting, Presentation and Microsoft Office skills.
- GAAP, PSAB knowledge.
- Knowledge and understanding of internal control methodology.
- Time management, organizational, prioritization and multi-tasking skills.
- Effective communication and presentation skills.
- Analytical abilities to identify areas to review and opportunities for improvements.
- Ability to work effectively within team environment toward collaborative solutions.
- Ability to work independently within states objectives.

Compensation

\$30.12 - \$37.58 per hour as per Collective Agreement CUPE 5820

To Apply

View the job description in its entirety and submit your application online at <https://simcoe.hua.hrsmart.com/hr/ats/JobSearch/viewAll>