

FINANCE CLERK

Tasks Descriptions:

- ✓ Coding, totaling, batching, entering, verifying and reconciling transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices cheque requisitions, and bank statements in a financial system;
- ✓ Providing general clerical support including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems;
- ✓ Performing document and file management functions, including e-filing;
- ✓ Photocopying, faxing, and scanning documents;
- ✓ Providing financial support services;
- ✓ Processing accounts payable and accounts receivable;
- ✓ Maintaining and updating a financial management system;
- ✓ Selecting, validating and inputting information in system;
- ✓ Preparing a variety of financial tables and reports;
- ✓ Assisting in the preparation of financial statements and Public Accounts;
- ✓ Assisting in the preparation of Main Estimates submissions;
- ✓ Conducting inquiries or research to resolve financial issues; and
- ✓ Drafting and editing correspondence & memos.

Minimum of Experience:

A minimum of 2 years of experience within the last 5 years performing the following duties:

- ✓ Coding, totaling, entering, and verifying transactions in a Financial System. (Transactions may include accounts payable and receivable, payroll, purchase orders, cheques, invoices, and bank statements).

A minimum of 2 years of experience within the last 5 years conducting inquiries or research to resolve financial issues.

A minimum of 2 years of experience within the last 5 years preparing financial tables and reports.

Language Capability:

Be bilingual in French and English (equivalent to C-B-C or higher).