

# ArrowHead Recruitments & Consulting

<https://arrowheadconsulting.ca/job/accounting-assistant-noc-14200/>

## Accounting Assistant

### Description

**Accounting and related clerks calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records according to established procedures. They are employed throughout the private and public sectors.**

### Responsibilities

### Job duties

Here are some of the main activities and tasks that Accounting and related clerks have to perform, and some of the physical demands they involve:

- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system
- Compile budget data and documents based on estimated revenues and expenses and previous budgets
- Prepare period or cost statements or reports
- Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.

### Qualifications

## Employment requirements

This is what you typically need for the job.

- Completion of secondary school is usually required.
- Completion of college or other courses certified by the Certified General Accountants Association of Canada, Canadian Securities Institute or Canadian Bookkeepers Association may be required.
- Some accounting clerks must be bondable.

### Hiring organization

ArrowHead Recruitments & Consulting

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Permanent

### Industry

In Demand Hot Shut Trucking Ltd

### Job Location

Fort McMurray, Alberta, Canada

### Working Hours

9 AM to 5 PM

### Base Salary

\$ 21/hr - \$ 26/hr

### Date posted

February 10, 2025

### Valid through

31.03.2025