

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

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Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Accounting and related clerks

Job Location

Fort McMurray, Alberta, Canada

Working Hours

9 AM to 5 PM

Base Salary

\$ 21/hr - \$ 26/hr

Date posted

May 1, 2025

Valid through

31.05.2025