



Position: Accounting Clerk

Terms: Full time, Permanent

Start Date: September 10th, 2018

Job Description:

Reporting directly to the Manager of Accounting, the full-time Accounting Clerk will be responsible for Accounts Payable and various tasks in Receipting along with other support functions within the Accounting Department as needed.

Responsibilities:

- Accounts Payable Processing
- Daily processing of donations
- Assisting with mail sort processing
- Assist with donor care – phone calls, emails, etc.
- Problem solving
- Other accounting functions as required

Qualifications:

- Knowledge & experience of accounts payable would be an asset
- Knowledgeable and experienced on related computer technologies, willing to learn new
- Able to manage multiple activities efficiently and with a high level of accuracy
- Forward thinking team player
- Strong analytical and problem solving skills
- Willing to learn and grow as needed with the position
- Excellent interpersonal skills to enable good working relationships with all areas of the organization

A cover letter and resume may be sent to:

MAIL: Myra Delaney
The Pentecostal Assemblies of Canada
2450 Milltower Court, Mississauga, ON L5N 5Z6

EMAIL: myra.delaney@paoc.org

or **FAX:** 905-542-7313