

ACCOUNTING CLERK

Clearline Technologies Ltd

Company Address

1205 Sherwin Rd
Winnipeg, MB R3H0V1
Canada

Job Description

Prepare journal entry, Manage accounts receivable, Manage accounts payable, Prepare bank reconciliations, Conduct banking, Invoice clients, Conduct credit and collections, Assess fixed assets and depreciation, Perform clerical duties, such as maintain filing and record systems, Perform general office duties, Address customers' complaints or concerns

Qualifications:

- Degree or Diploma in Accounting or an equivalent of education and experience
- 3-5 years of accounting experience in a computerized environment
- Knowledge in ERP System specifically in Priority is considered an asset
- Working knowledge of Microsoft office including but not limited to intermediate level skills in Excel
- Ability to work independently and as part of the team and demonstrate resourcefulness
- Detail Oriented
- Good verbal and written communication skills
- Experience in Manufacturing environments is considered an asset

Salary range between \$17 - 20.19/ hour

To apply email maria@clearline.ca or phone Maria at (204) 326-1007