

Administrative and Accounting Clerk Position Overview:

We currently have an opportunity for a combined administrative and accounting clerk position within our finance team. Reporting to the Finance Manager, this role supports general office administrative duties alongside basic accounting responsibilities.

Administrative Duties:

- Answer, screen, and direct phone inquiries.
- Greet and welcome visitors as they arrive at the office.
- Order office supplies and keep inventory of stock.
- Send metered mail and couriered items; sort and distribute daily mail/deliveries.
- Sourcing of required goods and/or services (i.e. shipping, consumables, equipment maintenance, etc.)
- Perform other clerical receptionist duties such as filing, photocopying, etc.

Accounting Clerk Duties:

- Maintains accounting records and entering payables.
- Prepare and issue invoices and emailing client statements.
- Reconciles credit-card statements and courier billings.
- A/R reporting and collection.
- Calculating sales commissions.
- Other duties, as assigned, to assist the Finance Manager.

Skills and Qualifications:

Organization, Communication, Financial Software*, Reporting Skills, Attention to Detail, Computing Proficiency, Typing, Productivity, Dependability. (* Using Quick Books Enterprise running a virtual PC desktop on a Mac platform.)

Hours of work are: 8:00 am to 4:30 pm (with a half hour lunch break)

Interested candidates should send their cover letter and resume to the attention of the Finance Manager at: kathryn@avenue4.com.