

Accounting Clerk Job Description

JOB TITLE	Accounting Clerk
REPORTS TO	CFO
JOB PURPOSE	Support the Accounting Department by maintaining accurate accounting records for clients of The Alberta Library (TAL).
ESSENTIAL FUNCTIONS	
1.	Provide Bookkeeping Support
	By: Entering accounting transactions into QuickBooks Online for a variety of assigned clients. By: Preparing journal entries as assigned. By: Assisting with month-end and year-end procedures.
2.	Accounts Payable Processing
	By: Processing vendor invoices and verifying supporting documentation. By: Reconciling vendor statements and investigating discrepancies. By: Maintaining accounts payable records and filing systems.
3.	Bank and Account Reconciliations
	By: Performing monthly bank reconciliations. By: Reconciling credit card transactions. By: Investigating and resolving reconciliation discrepancies.
4.	Contributes as a team member to the achievement of TAL goals
	By: accepting new responsibilities, supporting team members, maintaining confidentiality of financial information.
NOTE	<i>The employer reserves the right to change or assign other duties to this position.</i>

QUALIFICATIONS	
Education	Diploma or Certificate in Accounting, Bookkeeping, Business Administration. A professional bookkeeper designation or equivalent would be an asset.
Other Skills	Proficiency with an array of office software; Self-managed learning to adapt to new software; Office technology problem-solving skills
Work Conditions	Standard office environment.
Job Experience	Minimum 2 years of bookkeeping experience, QuickBooks experience an asset, proficient in Microsoft Excel and Microsoft Office.

Personal Qualities	Reliable, organized and detail oriented. Able to work in flexible environment and efficiently manage tasks with fixed monthly deadlines.
Other	This position may also include the option of working from home.
STATUS	
Part/Full-time	Part-time (17.5 hours/week)
Term	Permanent with potential to increase to Full-Time based on organizational needs.
Wage/Salary	Board-approved salary grid
APPROVALS	
CFO Signature	
Date	
Employee Signature	
Date	