

ACCOUNTING CLERK SISTERS OF CHARITY, HALIFAX, NS

Sisters of Charity-Halifax is an international congregation of Roman Catholic women. There are 265 members throughout Canada, the United States, Bermuda, and Peru. The head office is located in Halifax, NS.

Permanent part-time position, starting September 2018

Sisters of Charity is seeking an Accounting Clerk for its Congregational Finance Office. This is a new position, reporting to the Director of Finance. The successful candidate will assist the finance team in ensuring accurate financial records for the approximately 100 sisters residing across Canada and in Massachusetts, USA.

Overview

Paying close attention to detail, working efficiently and accurately, the Accounting Clerk will be responsible for:

- Entering data for monthly house accounts in general ledger.
- Entering budget data annually.
- Verifying amounts and coding on various forms for accuracy.
- Balancing entries and making necessary corrections.
- Maintaining Excel spreadsheets.
- Preparing bank deposits.
- Preparing forms for bank submission.

Qualifications

- High school diploma plus Introduction to Accounting course
- Minimum 1 year of experience in an office environment
- Working knowledge of Microsoft Office (Word, Excel).
- Working knowledge of accounting software is considered as asset.
- Confidentiality is very important.

Hours

15-20 hours per week

Flexible schedule within office hours of 8:30-4:30pm Monday to Friday

Salary & Benefits

Competitive hourly rate plus 4% vacation pay

Application

Send cover letter and resume by email to Krista Thibault, Director of Finance at kthibault@schalifax.ca.

Include in the subject line: Accounting Clerk, Sisters of Charity

Application deadline is August 15, 2018