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Position Profile- Finance Clerk

Reports to: Director of Finance and Administration

Skills and Competencies:

- Strong attention to detail.
- Strong math and numerical reasoning skills.
- Excellent organizational and multitasking abilities.
- Excellent verbal and written communication skills for interacting with customers, vendors, and internal teams.
- Ability to maintain Standard Operating Procedures for the finance department.
- Problem-solving skills and a proactive attitude.
- Ability to handle confidential information with discretion.
- Tech-savvy with ability to use computers, smartphones, tablets, accounting software, and other digital tools.
- Strong bookkeeping skills.
- Promotes a positive and productive work environment.
- Maintains consistent and professional attendance, punctuality, and personal appearance.
- Proficient in Microsoft Office Suite, Google Docs and Sheets, Adobe Acrobat Standard, Zoom, and Teams.

Common tasks include but are not limited to:

- Maintaining accurate records and handling daily financial tasks.
- Perform bank reconciliations on a routine basis.
- Monitor daily bank balances and alert the Director of Finance to variances or anomalies.
- Pay bills and create invoices; ensure accuracy and timely submission.
- Prepare and send customer invoices.
- Input financial data into accounting software and maintain accurate digital records.
- Receive and record customer payments; prepare bank deposits.
- Conduct Concur expense management audits to ensure accurate expense reporting and compliance.
- Complete local municipality tax filings as required.
- Onboard/Offboard customers in WinTeam.
- File financial documentation and maintain organized finance records.
- Perform various administrative tasks to support financial operations.

Education, Certifications and/or Experience:

- High School Diploma.
- 5 years of financial bookkeeping experience.

- Understanding and practical experience in accounting.

Work Environment:

- Work will be primarily on-site but will include some options to work from home. This is not a remote position.