



ACCOUNTING CLERK - PART TIME

The Calgary Downtown Association is looking for a part time accounting clerk to assist with day-to-day business transactions. The Accounting Clerk will assist the office manager and bookkeeping firm in reporting financial transactions with a great degree of transparency and accuracy.

Responsibilities and Duties

- Account receivable functions- creating invoices and receiving and tracking payments.
- Accounts payable functions- receiving invoices, tracking, making and coding payments.
- Reconciling bank statements.
- Reconciling credit cards.
- Assisting with payroll functions.
- Assisting with audit preparation.
- Assisting bookkeeper and office manager in maintain and creating accounting policies and procedures.
- Office supply ordering.
- Reception duties- answering phone calls and monitoring office visits and deliveries.

Qualification and Skills

- Knowledge of accounting software, i.e., Xero or QuickBooks.
- Strong multi tasking skills with high degree of accuracy.
- Excellent organizational skills.
- Ability to learn and adapt in a growing organization.

Experience

- Two years experience in assisting with accounting and bookkeeping in office setting.
- Degree, diploma or certificate related to accounting and/or bookkeeping

Position Details

- 20 hours a week- Mon- Fri- flexibility on when hours take place
- \$20/hr.

Application Process

If you are interested in applying, please email your cover letter and resume to: Emily Whyte, Office Manager at emilyw@downtowncalgary.com

We thank all interested candidates, however only those selected for an interview will be contacted. The CDA embraces equity, inclusivity and diversification as key success factors for its organization. This is a part time position with full access to the extensive Edison building amenities.

Application deadline: Wednesday March 9, 2022