

Canadian Wildlife Federation

As one of Canada's largest not for profit leaders in wildlife conservation, research, and advocacy, we are seeking to fill the following position...

Accounts Payable/Administration Clerk

Position Overview:

This program, which is supported by the Canadian Conservation Corps program (www.canadianconservationcorps.ca), is hiring an Accounts Payable/Administration Clerk. The Accounts Payable/Administration (A/P Admin) Clerk is directly responsible for performing data entry and related duties in disbursing non-payroll accounts payable to individuals, suppliers, corporations, and other entities. This includes filing, maintaining and updating financial spreadsheets and performing other administrative duties of the finance department. The A/P Administration Clerk will also ensure the timely and accurate processing of payment documents such as, travel reimbursements, stipends, and any other accounting transactions related to A/P management.

Job Duties

- Collaborate with the Program Manager to maintain A/P performance levels.
- Perform Accounts Payable and Administrative filing duties.
- Enter Accounts Payable data.
- Update financial spreadsheets.
- Post and reconcile company payments to general ledgers.
- Perform other administrative duties of the finance department.
- Review bills to the company for potential errors and/or discrepancies.
- Investigate and resolve billing discrepancies or misapplied cash transactions.
- Balance daily A/P batches; prepare and distribute payment reports and statistics to key personnel.
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its business partners.
- Investigate payment problems while following corporate A/P policies and procedures.

Requirements

- Accounting diploma or working towards accounting diploma and 3 years of experience, or an equivalent combination of education and experience.
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records.
- Must possess a high level of moral judgment for handling confidential information and monetary transactions.
- Basic knowledge of accounting systems, budgets, and internal controls.
- High level of proficiency with Microsoft Office productivity suite, specifically Excel.
- Proficiency with Sage 300 accounting software and spreadsheet programs and applications.
- Effective attention to detail and a high degree of data entry accuracy.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Able to effectively communicate both verbally and in writing.
- Strong problem identification and problem resolution skills.

This is a contract position with an anticipated end date of March 31, 2021.

HOW TO APPLY:

Cover letter and resume should be forwarded by September 6, 2019 to careers@cwf-fcf.org
Please quote position title that you are applying for in the subject line of your email. Only the candidates who meet the qualifications and experience for the position will be contacted for an interview.

We thank you for your interest in the Canadian Wildlife Federation.

AODA Statement for Offer of Employment

Canadian Wildlife Federation “CWF” is committed to accessibility and to protecting the human rights of its employees. In support of this aim, CWF has implemented an accommodation process that provides accommodations for employees with disabilities. CWF will accommodate employees with disabilities up to the point of undue hardship.

The accommodation supports available to employees are laid out in our Accommodation Policy. If your acceptance of the terms and conditions of this Offer of Employment necessitates a specific accommodation because of a disability or a medical need, please contact the Human Resources Department. This ensures that the appropriate accommodations are in place before you begin your employment. Do not hesitate to reach out to the Human Resources Department if you require an accommodation related to a disability or a medical condition at any point during your employment with CWF.