

ACPA Accounting Clerk – Position Description

The ACPA accounting clerk assists the Controller with various tasks. This includes the processing of invoices, organizing office mail, recording business transactions, and managing accounts.

Objectives of this role

- Perform routine clerical accounting duties within a fast-paced finance department while adhering to established standards
- Serve as a resource for the accounts payable and accounts receivable teams
- Assist with year-end audit requests
- Execute accurate reporting, filing, and database management in multiple systems
- Secure financial information by conducting database backups and maintaining strict confidentiality
- Continue training with classes, workshops, and networking events

Responsibilities

- Verify and post details about business transactions, such as funds received and disbursed, and total accounts to ledgers and databases
- Prepare consolidated internal and external financial statements by analyzing information from general ledger system
- Review and balance internal accounts, analyze variances, prepare reports, and monitor depreciable assets using financial software
- Match, batch, and code vendor invoices
- Prepare and interpret financial summaries and provide reports to managers on a daily/weekly/monthly basis
- Participate in month-end close activities, including preparation of journal entries, reconciliation of accounts, and sales tax computations

Required skills and qualifications

- One or two years of experience in clerical accounting
- Knowledge of basic financial, tax, and accounting principles
- Expertise in Microsoft Excel or any other spreadsheet
- Excellent organizational skills and attention to detail
- Proficiency with office productivity applications and aptitude for learning new systems

Preferred skills and qualifications

- Bachelor's degree (or equivalent) in finance or accounting
- Experience with association management (AMS) software
- Knowledge of IFRS, U.S. GAAP or other industry-standard accounting frameworks