



Position: Accounting Clerk

Terms: This is a contract position for a term of 18 months.

Start Date: December 7, 2020

Job Description:

Reporting to the Manager of Receipting/Payable, the full-time Accounting Clerk will be responsible for Receipting and various tasks in Receipting along with other support functions within the Accounting Department as needed.

Responsibilities:

- Daily processing of donations
- Assisting with mail sort processing
- Assist with donor care – phone calls, emails, etc.
- Problem solving
- Other accounting functions as required

Qualifications:

- Knowledgeable and experienced on related computer technologies
- Exceptional organization skills and attention to detail
- Able to manage multiple activities efficiently and with a high level of accuracy
- Forward thinking team player
- Strong analytical and problem solving skills
- Excellent interpersonal skills to enable good working relationships with all areas of the organization

A cover letter and resume may be sent to:

MAIL: Janice Chiu
The Pentecostal Assemblies of Canada
2450 Milltower Court, Mississauga, ON L5N 5Z6

EMAIL: Janice.Chiu@paoc.org