

Accounting & Administrative Assistant

The Role

The **Town of Borden-Carleton** has an immediate need of a full-time Office Support Administrator and Accounting Technician position. Reporting directly to the CAO, you would be an integral part of the accounting and administration of the Town.

Education/Experience

- Minimum of two years experience in an accounting or finance related role.

Skills

- Knowledge of accounting functions: accounts payable, accounts receivable, , general ledger, account analysis and payroll
- Proficient and experienced in Sage 50 (Simply Accounting) would be an asset.
- Proficient and experience with Microsoft Office with above average skills in the use of Excel
- Proficient in office administration, organization skills and use of Word.
- Ability to work independently with a high level of attention to detail and ability to multi-task

If you are interested in a rewarding and exciting opportunity, then please contact us for consideration. We thank everyone for their interest, but only those selected for interview will be contacted.

Application deadline: 2021-04-23

Expected start date: as soon as possible.

Job Types: Full-time, Permanent

Salary: \$18.00-\$22.00 per hour

Experience:

- Accounting/Bookkeeping: 2 years (preferred)
- Excel – Creation of Spreadsheets

Additional Duties:

- Account reconciliation
- Invoice processing; Utility Billings
- Running errands (bank deposits, etc.)
- Responding to public inquires and follow up.

Email resumes to:

bcadmin@borden-carleton.ca