

Data entry clerk

Corporate Services

POSITION PERIOD

Full Time, Temporary (12-16 months – maternity leave replacement)

POSITION SUMMARY

The position holder performs various accounting-related tasks and is also responsible for secretarial and reception duties.

ROLES AND RESPONSIBILITIES

- Greet and assist visitors and citizens
- Answer and direct phone calls
- Prepare, compile, and sort documents for data entry
- Verify the accuracy of source documents
- Check and correct data as necessary
- Obtain additional information for incomplete documents
- Update data and delete unnecessary files
- Combine and reorganize data from source documents if needed
- Enter data from source documents into the database, files, and prescribed forms
- Receive and process client and supplier invoices
- Produce various invoices required for operations
- Receive payments and apply them to the system
- Index invoices and file them in appropriate locations
- Process journal entries
- Perform data entry for accounts payable and receivable
- Carry out any other similar tasks requested by the supervisor according to skills, qualifications, and abilities

Experience and Education :

- experience in bookkeeping
- bilingualism
- diploma in accounting techniques or relevant experience in a similar position.

Caution: The above statements reflect the characteristic elements of the identified job and are intended to describe the general nature and level of work performed and should not be construed as an exhaustive enumeration of all inherent occupational responsibilities, duties, abilities, and requirements. All staff members may, from time to time, be required to perform tasks outside the scope of their normal responsibilities, as required.