



## **EMPLOYMENT OPPORTUNITY**

### **Accounts Receivable Associate**

The Pentecostal Assemblies of Newfoundland and Labrador (PAONL) is seeking an Accounts Receivable Associate. The successful applicant will serve as an integral member of the PAONL Accounting and Finance team. Primary responsibilities will include the processing of financial transactions as well as the reconciliation and maintenance of various accounts and ledgers, including customer invoices, statements, billing and/or other accounting documents.

#### **Roles & Responsibilities**

- All aspects of accounts receivable including invoicing, posting of deposits, and reconciling vendor accounts
- Ensuring accuracy for invoicing customers and assisting in collection of accounts receivables
- Preparing bank deposits
- Reconciling general ledger accounts at month end
- Compiling spreadsheets for effective communication, analysis, and reporting of financial information
- Providing remittance support
- Processing/overseeing various receipts, including charitable receipts
- Performing miscellaneous job-related duties as assigned

#### **Qualifications & Skills**

- Experience as an accounting clerk or similar role, especially in the area of receipts and accounts receivable
- A post-secondary diploma/degree in accounting; other combinations of qualifications and experience may be considered
- Excellent oral and written communication skills, strong organizational and problem-solving skills, and confidentiality
- Highly motivated, detail-oriented, and team player
- Excellent Microsoft Excel and Word skills
- Excellent coordination skills to effectively interact with a small internal team and multiple external customers
- Experience with Sage 300/ACCPAC would be an asset

Salary and benefits will be competitive and commensurate with the role, training, and experience.

Please submit your resume to Director of Financial Operations, Jennifer Lee, via email at [jlee@paonl.ca](mailto:jlee@paonl.ca).

**Application deadline is Friday, September 16, 2022.**