

## Accounts payable and receivable clerk NOC 14200

Posted 16 days ago  
Barrhead, AB T7N 1A4

Company: Manganino Farms

Job Type: Full-Time

### Description

Manganino Aqua Farms Hiring Full-Time Accounts payable and receivable clerk

#### Main Duties:

Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems  
Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system  
Compile budget data and documents based on estimated revenues and expenses and previous budgets  
Prepare period or cost statements or reports  
Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists  
Respond to customer inquiries, maintain good customer relations and solve problems  
Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.

#### requirements:

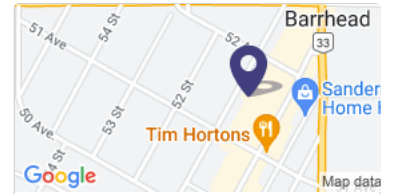
Completion of secondary school is usually required.  
Completion of college or other courses certified by the Certified General Accountants Association of Canada, Canadian Securities Institute or Canadian Bookkeepers Association may be required.  
Some accounting clerks must be bondable.

#### Additional information:

Progression to supervisory or skilled financial occupations, such as accounts payable supervisor, bookkeeper or office manager is possible with additional training and experience.

Days of Works - Monday to Friday, 40 hrs per week, \$25/hr

Location: 58015 Range Road 44 Barrhead Alberta



**M** Manganino Farms

Individual

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780-284-XXXX Reveal

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avg reply

--  
reply rate

3 yrs  
on Kijiji

To apply, visit: <https://www.kijiji.ca/v-view-details.html?adId=1646879865>

