

Accounting Clerk

Reports To: Controller

Job Summary: Under the direction of the Controller, the Accounting Clerk contributes to the financial reporting process of Leech Group with responsibilities including but not limited to accounts receivable, accounts payable, and payroll.

Specific Duties and Responsibilities:

- Process accounts receivable and accounts payable transactions
- Prepare customer invoices
- Process receipts and prepare bank deposits
- Enter, match, and code supplier invoices
- Prepare payment batches and cheque runs
- Process payroll via our payroll service provider (Payworks)
- File paperwork accurately and regularly
- Perform general office duties as assigned

Skills/Abilities Required:

- Proficiency with accounting software and MS Excel
- Excellent organizational skills
- Accuracy and attention to detail
- Strong oral and written communication skills
- Accounting Diploma or previous accounting experience is considered an asset