

Accounting Clerk – 18 Month Term

Town of Quispamsis



The Opportunity

As an important member of the Town's Finance Department, the successful candidate will contribute to the delivery of exceptional service by ensuring that the Town's financial processes are followed in a professional, time-efficient manner. Reporting directly to the Town Treasurer, the Accounting Clerk is responsible for assisting in a wide range of accounting and financial duties.

This opportunity is currently being offered for an 18-month term.

Key Responsibilities

- Preparation of various account transactions including accounting and bank reconciliations
- Reviewing and preparation of financial statements including comparative and variance analysis
- Monthly and other journal entries as required

Qualifications

- Minimum 2 years of post-secondary education in accounting/finance
- 2 years experience in full cycle accounting
- Proficient in MS Office applications, working knowledge of SAGE 300 would be considered an asset
- Detail orientated with the ability to communicate in a clear and concise manner

Applications

Applications will only be accepted through our online application system until July 18th, 2025, at 5:30pm. Qualified applicants should submit their cover letters and resumes to:

Human Resources Department

Town of Quispamsis

Competition number: 2025 - 15

When applying online, please submit your cover letter and resume together as one document.

[Click here](#) to apply online

The Town of Quispamsis is an equal opportunity employer. Only those applicants being considered further will be contacted.