

Position Title: Accounting Clerk  
Reports To: Finance and Administration Director  
Union Affiliation: UNIFOR Local 191

## 1. Position Summary

The Accounting Clerk plays an essential role in maintaining MAHCP's financial integrity through accurate processing of accounts payable and receivable, meticulous record-keeping, and timely reporting. Reporting to the Finance and Administration Director, this position requires a proactive, reliable professional who is detail-oriented with a strong work ethic, respect for deadlines, and exceptional multitasking abilities. The successful candidate will excel in a fast-paced, collaborative environment by combining technical accounting skills with excellent organizational abilities and sound judgment.

## 2. Key Responsibilities

### A. Financial Administration

- Manage accounts payable functions, including vendor relations, verifying and coding, processing expenses and invoices, requesting payments, entering data, generating payments cheque and Electronic Funds Transfer (EFT).
- Process employee and member expense reimbursements with precision and timeliness.
- Input deposit information into organizational database (i.e. UnionWare, QuickBooks, Excel).
- Track, verify, process, and maintain accruals for wage recovery.
- Prepares statistical and fiscal reports for outside agencies and for presentations to internal governance bodies.
- Reconcile corporate credit card and bank statements and other financial transactions.
- Assist Finance and Office Manager as required with monthly financial statement reconciliations.
- Maintain digital and physical financial records in accordance with retention policies.
- Exercise appropriate discretion in handling confidential financial matters, correspondence, and inquiries.

### B. Other Duties

- Perform other duties as assigned by the Finance and Office Manager to support departmental and organizational goals.
- Perform Admin Department duties as required.

### 3. Qualifications

#### Education & Experience

- Completion of a two-year Accounting Certificate through a post-secondary program or an equivalent combination of education and experience.
- Minimum of two (2) years of relevant experience as an Accounting Clerk, or in a similar role.
- Good knowledge of accounting principles and practices with respect to accounts payables, accounts receivables, and expense claims.
- Superior accounting clerical aptitude.
- Proficient in accounting software such as QuickBooks as well as Microsoft Office 365 such as: Word, Excel, Power point, Outlook, and TEAMS.
- Proficient written and oral communication skills typically demonstrated preparing a variety of correspondence and providing front line member service.

#### Skills & Competencies

- *Attention to Detail:* Exceptional precision in data entry, invoice processing, reconciliation, and financial record-keeping with minimal errors.
- *Problem-Solving:* Ability to identify discrepancies, research and resolve invoice or payment issues independently, and escalate complex matters appropriately.
- *Organization & Time Management:* Proven ability to prioritize multiple tasks, manage competing deadlines, and maintain systematic filing and documentation practices in a high-volume environment.
- *Communication Skills:* Clear and professional written and verbal communication with vendors, staff, and stakeholders; ability to explain financial information to non-financial audiences
- *Adaptability:* Flexibility to adjust to changing priorities, process improvements, and organizational needs while maintaining quality standards

### 4. Working Conditions

- Typical work week as agreed to in the UNIFOR Collective Agreement.
- Schedule flexibility to accommodate meetings and deliverables.
- Travel or driving may be required.

### 5. Compensation

As per the UNIFOR 191 Collective Agreement