



JOB DESCRIPTION

JOB OVERVIEW

JOB TITLE	Accounting Assistant
DEPARTMENT	N/A
LOCATION	Town of Stewiacke – Town Hall
REPORTS TO	Manager of Finance

GENERAL JOB DESCRIPTION

Under the direction of the Manager of Finance the Accounting Assistant will be part of our dynamic team.

The Accounting Assistant will bring experience, as well as a passion that can truly make a meaningful difference. As a key contributor reporting to the Manager of Finance, you will support finance, AP, AR, payroll, as well as assist with budget planning, policy and procedure updating and general clerical tasks as assigned from time to time.

DUTIES & RESPONSIBILITIES

The Town of Stewiacke is a growing and diverse community. The duties and responsibilities of the Accounting Assistant will be, but not limited to:

Primary Accountabilities

- Provide accounting and clerical support
- Accounts Payable & Receivable
- Process invoices, expense reports, and other financial documents
- Perform data entry and maintain accurate records in Microsoft Dynamics
- Interact with management, customers, and vendors as needed
- Support the team with various administrative tasks as needed

SUPERVISION REQUIREMENTS

Positions Supervised Directly:

- N/A

JOB REQUIREMENTS SKILLS & ABILITIES

Skills:

- Knowledge of Microsoft Dynamics (or similar accounting software)
- Proficiency in Office 365, Excel, Word
- Excellent data entry skills with a high level of accuracy
- Knowledge of basic accounting principles and practices
- Strong organizational and multitasking abilities
- Excellent communication skills, both written and verbal
- Ability to work independently and meet deadlines
- Strong mathematical skills and attention to detail
- Professional, dependability, and trustworthy

Qualifications and Experience

We're seeking candidates with an Accounting Diploma and at least two years of related experience. Consideration will also be given to an equivalent combination of training and experience.

WORKING CONDITIONS

WORK ENVIRONMENT	Quiet work environment; open space office area and in office, may require lifting ; occasional evening & weekend work. Evening and weekend work on occasions. Must have own transportation, not on bus route
HOURS / SHIFTS	Part-time In person Only Flexible work week is 3-4 days/week, 7 hours/day
SALARY	\$23 per hour