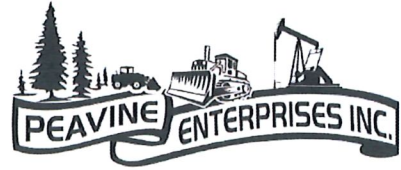


POSTED
Nov. 26/24



Peavine Enterprises Inc.

JOB OPPORTUNITY

JUNIOR FINANCE CLERK

The Finance Clerk will be responsible for managing the Peavine Enterprises Inc. accounts payable; payroll with all requisite deductions, and maintaining appropriate financial documentation through an organized system of filing, processing payable cheques, and assist with annual audit working papers. Other responsibilities will include submitting General Ledger reports to department heads and other administrative duties related to the finance department.

Job Duties

- Organize filing of all appropriate documents.
- Prepare monthly submissions for accounting and monthly remittances.
- Manage accounts payable.
- Conduct banking and prepare payroll.
- Costing and budgeting.
- Store, update, and retrieve financial data.
- Process claims and vouchers for payment, enter invoices, match invoices with purchase orders, and check all claims for accuracy.
- Verify account codes and signatures for proper assignment of budgetary expenditures.
- Act as first-line contact with vendors regarding billing problems.
- Perform bi-weekly payroll processing, reporting, and quality assurance functions.
- Perform clerical duties, such as maintaining filing and record systems.
- Perform other duties, as assigned.

Requirements

- Certificate/Diploma in Business Administration, Finance, Accounting, or a related field
- 2-3 years in the Finance industry.
- Experience with budget, accounting, and reporting systems.
- Strong working knowledge of Generally Accepted Accounting Principles.
- Advanced proficiency with QuickBooks accounting software
- Microsoft Office is an asset.
- Effective attention to detail and a high degree of accuracy.

To apply send a resume to Sharon Gauchier, Interim Manager managerpei@peavinemetis.com, or drop it off at Peavine Enterprises Inc. office. Open until a suitable candidate is found.