

# Accounting Clerk

RPC is a research and technology organization (RTO), with the core mission to harness science and technology in the service of innovation, and to build economic competitiveness. Operating since 1962, we serve over 1000 clients from our locations in Fredericton and Moncton, New Brunswick.

We have an immediate opening for a full-time **Accounting Clerk** in our Fredericton Office. Reporting to the Director of Finance, as a member of the accounting and administrative team, the successful candidate will be flexible and be focused on continuous learning and process improvement. The main purpose of this position will be to support billing and finance functions and assist with invoicing, accounts receivable, and accounts payable tasks. The accounting clerk will also be expected to provide reception coverage and assist walk-in customers from time to time.

## RESPONSIBILITIES INCLUDE (BUT ARE NOT LIMITED TO):

- Process and post vendor invoices, reconcile vendor statements and resolve invoice discrepancies.
- Prepare and post customer invoices
- Post customer payments to accounts receivable accounts and assist with following up on receivable accounts
- Periodically assist walk-in customers with sample processing, payments, etc.
- General administration work including assisting clients at reception periodically

## REQUIREMENTS/ASSETS:

- Some post-secondary education in bookkeeping/accounting, i.e., diploma, certificate, degree
- Bilingual (French/English)
- Related work experience
- High attention to detail
- Strong knowledge and familiarity working in Microsoft Office Products.
- Team player

Hours of work are 8:15 to 4:30 Monday to Friday. Compensation range is \$40,000 to \$45,000 and will be commensurate with education and experience. RPC is a progressive employer offering a generous benefit package of 3 weeks paid vacation, health and dental benefits, Wellness credits, and more.

## TO APPLY

To apply, please email a cover letter and resume quoting position **#ADMIN0424** to [careers@rpc.ca](mailto:careers@rpc.ca), no later than **April 26, 2024**.

*While we thank all applicants for their interest, only those selected for an interview will be contacted.*

*RPC is committed to the principles of employment equity, inclusion, and diversity.*

