

Park Place Seniors Living

Accounting Clerk

Full-time

Start date: July 26, 2021

Description:

Park Place Seniors Living owns and operates seniors' care sites in British Columbia, Alberta and Ontario. The primary responsibilities for the Accounting Clerk are processing accounts payable and accounts receivable, preparing bank deposits and journal entries, performing reconciliations, and maintaining accounting records.

Responsibilities for this position include:

- Accounts Payable and Accounts Receivable;
- Bank deposits and reconciliations;
- Preparation of monthly sites' journal entries; and,
- Accounting records maintenance.

Requirements:

The successful candidate will have the following:

- Minimum of two years of accounting work experience;
- Education and training in accounting preferred;
- Proven ability to process a high volume of data entry;
- High attention to detail;
- Work well under pressure and meet deadlines;
- Effective communication, interpersonal and customer service skills;
- Ability to complete duties with minimal supervision;
- Proficiency in MS Office including Word, Excel and Outlook;
- Team player with experience in a cooperative and collaborative environment;
- Experience with Great Plains preferred; and,
- Provide satisfactory proof of COVID-19 vaccination.

Please submit your resume and covering letter by email to hr@ppsl.com. Please include the job title in the subject line of the email.

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted.