



Master's College & Seminary

Pentecostal | Educational | Historical | Innovative

Position: Finance Clerk

Job Type: Permanent, Part- time

Position Type: Part-time (22.5hrs per week)

Application deadline: January 15, 2021

The Finance Clerk shall have an accounting background and be computer literate with a good understanding of computerized accounting software, experience in SAGE 50 (Simply Accounting) will be an asset.

Duties and Responsibilities:

Under the direct supervision of the Finance Manager, the successful candidate will be responsible for:

- Accounts payables processing
- Accounts receivables processing
- Donation processing
- Account reconciliations, journal entries, month-end closing and other ad hoc projects

Skills and Competencies:

- Well organized with strong attention to detail and accuracy
- Excellent written and verbal communication skills
- Working collaboratively in a team environment
- Highly proficient with Microsoft Office
- Great interpersonal skills with a focus on customer service
- Ability to exercise discretion and confidentiality

Experience and Qualifications:

- Accounting Diploma or post-secondary courses in business administration or accounting preferred
- A good understanding of accounting principles and procedures
- 3 or more years of experience in clerical accounting with a focus on accounts payable, accounts receivables and general accounting

For inquires: Please send resume and cover letter to kathie.quinn@mcs.edu by January 15, 2021.