



Accounting/Payroll Clerk Job Description

OVERALL RESPONSIBILITY: The Accounting and Payroll Clerk is responsible for various aspects of accounts receivable, accounts payable, payroll, data entry and accounts reconciliation.

Qualifications:

- Must demonstrate commitment to VOI's values:
 - We are open and respectful
 - We are transparent
 - We value people's strengths, abilities, and knowledge
 - We think outside the box
 - We value people's experiences and perspective
- Proficiency with Microsoft Office including Excel, Word and Outlook
- Experience using Office 365 including SharePoint, OneDrive and Teams is considered an asset
- An aptitude for learning accounting software and technology
- Demonstrated ability to work independently as well as a part of a team
- Excellent organizational, verbal and written communication skills
- Proven problem solving and analytical skills, coupled with demonstrated attention to detail and accuracy
- Must be able to demonstrate confidentiality, discretion and professionalism

Education:

- Completion of a recognized post-secondary program in accounting or bookkeeping
- Minimum two years' experience in an accounting/payroll role
- Payroll experience is considered an asset
- QuickBooks experience is considered an asset

SPECIFIC RESPONSIBILITIES:

Accounts Receivable: Collect payments and perform deposits.

Accounts Payable: Enter invoices using computerized systems.

Payroll: Enter and ensure accuracy of payroll and employee data in the payroll system.

Data Entry: Update and maintain accounting journals and ledgers. Enter data into QuickBooks.

Accounts Reconciliation: Investigate questionable data. Reconcile statements.



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REPORTING RELATIONSHIPS:

Reports to: Accounting Manager

This position is subject to a Criminal Record Check, including Vulnerable Sector Search, Child Abuse Registry and an Adult Abuse Registry Check.