

# ACCOUNTING CLERK

RPC is New Brunswick's research and technology organization (RTO), with the core mission to safeguard public health, accelerate innovation, and solve problems.. 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. This will be an 8-month contract. 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 general accounting 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):

- Post customer payments to accounts receivable accounts and assist with following up on receivable accounts
- Prepare and post miscellaneous accounting entries
- Prepare and post customer invoices
- 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) would be an asset.
- 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. The compensation range is \$21/hour to \$24/hour and will be commensurate with education and experience. This is an 8-month contract to cover a maternity leave.

## TO APPLY:

To apply please email a cover letter and resume quoting position #ADMIN0425 to [careers@rpc.ca](mailto:careers@rpc.ca), no later than **April 17, 2025**.

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.*

