

# 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 an Accounting Clerk in our Fredericton Office. This is a 6 month contract working full-time hours. 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 processing of accounts payable including posting invoices, purchase order matching and reconciling supplier statements. 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.
- Process employee expense reports
- Reconcile corporate credit card transactions
- Periodically assist walk-in customers with sample processing, payments, etc.

## Requirements/Assets:

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

This is a 6-month contract. 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.

## TO APPLY

To apply please email a cover letter and resume quoting position #ADMIN1124 to [careers@rpc.ca](mailto:careers@rpc.ca), no later than **November 8, 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.*

