



EMPLOYMENT OPPORTUNITY

Pentecostal Assemblies of Newfoundland and Labrador (PAONL) and the Religious Book and Bible House (RBBH) are seeking an Accounting Clerk – Payroll (one-year maternity leave replacement). You will serve as an integral member of the PAONL and RBBH accounting and finance team. Primary responsibilities will include the processing of transactions as well as the reconciliation and maintenance of various accounts and ledgers.

Specific Job Responsibilities Include:

- Reconciliation of accounts at month end
- Preparation of spreadsheets, including but not limited to group insurance premiums and payroll reconciliation
- Preparation and sending of payroll and other payroll related duties
- Record of Employment preparation
- HAPSET/WHSCC/Canada Revenue Agency payroll reporting
- Preparation of T4s and T4As
- Coordinate employee expense reimbursements
- Payments to non-employees
- Performance of miscellaneous job-related duties as assigned

Qualifications & Skills Required

A post-secondary Diploma/Degree in accounting; other combinations of qualifications and experience may be considered. Applicant must be a member in good standing with an affiliated PAONL Assembly.

- Excellent oral and written communication skills, strong organizational and problem-solving skills and confidentiality are required
- Highly motivated, detail oriented and team player
- Excellent Microsoft Excel and Word skills are essential
- The position also requires excellent coordination skills to effectively interact with a small internal team and multiple external customers

Please submit your Resume to:
Pentecostal Assemblies of Newfoundland and Labrador
Box 8895, Station A
St. John's, NL A1B 3T2
ATTENTION: JENNIFER LEE
E-mail: jlee@paonl.ca

The deadline to apply is July 19, 2019