



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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ACCOUNTING ASSISTANT

Job ID	61874-2231	
Web Address	https://careers.indigenous.link/viewjob?jobname=61874-2231	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-04-22	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Job Summary Responsible for applying a knowledge and understanding of established policies and procedures to process financial transactions. Records, classifies, and summarizes accounting data according to established procedures. Accountabilities

- Calculate, prepare and issue invoices, cheques, account statements and other financial statements according to established procedures
- Receive, send, sort, verify, process and prepare various documents such as purchase orders, invoices, cheque requisitions, receivables, and payables
- Process, verify, and balance financial records and business transactions, such as accounts payable, accounts receivable, and payroll
- Investigate discrepancies using established procedures
- Monitor and reconcile statements and participate in the reconciliation of accounts
- Prepare and generate a variety of scheduled and ad hoc reports
- Update, maintain, and verify information in a variety of spreadsheets and databases
- Balance and control cash receipts, including floats, petty cash and cheques
- Write a variety of formal notes and records using form letters and templates
- Apply standard mathematical skills such as calculations, formulas, and equations to perform routine calculation
- Answer routine inquiries via telephone, email, and in person that are specific in nature. May redirect complex inquiries to the appropriate area.
- Maintain filing systems, both electronic and hard copy

For more information, visit McMaster University for ACCOUNTING ASSISTANT