

July 28, 2025

ACCOUNTING AND PAYROLL CLERK

Join the Excitement at the Conexus Arts Centre!

Are you a detail-oriented professional with a passion for numbers and process? Join our Finance team as an **Accounting Clerk – AP/AR & Payroll Support** and help keep the Centre's financial operations running smoothly!

About the Role: As a key member of the Finance department, you'll support day-to-day Accounts Payable (AP), Accounts Receivable (AR), and Payroll activities. This full-time, entry-level position is perfect for someone who enjoys working with data, is highly organized, and thrives in a collaborative environment.

You'll assist with invoicing, deposit preparation, data entry, and reporting while contributing to our accounting processes. You'll also gain exposure to payroll operations and cross-train to support other departments.

Key Responsibilities:

- Prepare invoices and journal entries
- Enter cash receipts into Excel and Sage; prepare and write up deposits
- Code and enter supplier invoices and purchase orders
- Verify sales reports and assist with daily sales reporting
- Provide backup support for payroll
- Assist with filing, archiving, and other routine accounting tasks
- Perform other duties as assigned to support the Finance team

What you will need:

- Basic understanding of accounting and bookkeeping principles
- Strong Excel and data entry skills; familiarity with Sage 300 is an asset
- Detail-oriented, well-organized, and able to manage time-sensitive tasks
- Positive attitude and willingness to support a team environment
- Excellent communication and interpersonal skills
- Previous experience in an office or finance environment is an asset but not required

Position Details: This is a full-time term position, with the possibility of extension depending on organizational needs. The position reports directly to the Manager of Accounting.

Ready to join our team?

Send your resume and a cover letter by August 8th, to nick.oleynick@conexusartscentre.ca.

Note: Only candidates selected for an interview will be contacted.

Join us at the Conexus Arts Centre and be a part of something extraordinary!