

**ACCOUNTING CLERK**  
**REFERENCE #: MMSB07201**  
ST. JOHN'S, NL

**JOB DESCRIPTION:**

The Multi-Materials Stewardship Board (MMSB) is currently accepting resumes for an **ACCOUNTING CLERK**.

If you want to make a difference in an organization while being recognized for a job well done, MMSB is the place to be. We are looking for an energetic professional who is ready to be challenged in the area financial management.

Reporting to the Director of Corporate Services, the Accounting Clerk is responsible for processing accounts receivable and accounts payable for the MMSB.

This is a permanent position located in St. John's, NL.

**ESSENTIAL JOB FUNCTIONS:**

**Accounts Payable**

- Code, key and import all MMSB invoices into the sub-ledger
- Ensure proper controls are in place before processing payments
- Process electronic payments and file transfers
- Reconcile vendor accounts

**Accounts Receivable**

- Create invoices
- Post entries for remittances and payments received into the sub-ledger
- Apply payments to customer accounts
- Facilitate reporting requirements
- Monitor customer accounts to ensure payments are received in accordance with agreements
- Perform collection activities on delinquent accounts

**Other**

- Act as backup for other accounting duties as required, including electronic bank deposits, petty cash management and payroll processing
- Perform reconciliations, provide reports, and review files as required
- Support external audit process
- Process expense claims
- Other related duties as required

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Completion of an Undergraduate Degree in Business Administration – Financial Accounting, **or** a two-year accounting and/or business administration diploma supplemented with working knowledge of GAAP and a minimum of two years' experience in accounts payable and accounts receivable processing.
- Minimum of three (3) years of previous or related experience.

**KNOWLEDGE, SKILLS, & ATTRIBUTES:**

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- Excellent computer and keyboarding literacy.
- Exceptional ability to effectively deal with a variety of requests and issues.
- Ability to work independently in a fast-paced environment.
- Strong attention to detail and analytical skills.

**COMPENSATION AND BENEFITS TO BE OFFERED:**

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- The Compensation for this role is according to Salary Scale MMSB-28: \$ 44,349 to \$49,139
- Flexible work arrangements supporting work-life balance.
- Comprehensive Group Health, Dental & Vision Benefit Plan.
- RRSP matching program.
- A supportive, energetic, and forward-thinking workplace culture.

**TO APPLY:**

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- Interested candidates may send resumes to: [resumes@mmsb.nl.ca](mailto:resumes@mmsb.nl.ca).
- Only candidates selected for an interview will be contacted.

**ABOUT US:**

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MMSB is a Crown agency of the Government of Newfoundland and Labrador established to support and promote sustainable waste management through the development and implementation of public education and waste diversion programs.

MMSB is an equal opportunity employer.