



**Canadian Mental  
Health Association  
Thunder Bay Branch  
200 Van Norman Street  
Thunder Bay Ontario P7A 4B8**

Accounting Clerk  
Part Time  
Non Bargaining Unit  
Start Date: ASAP

The Accounting Clerk is part of the Branch Administrative Team and reports to the Director of Business Operations.

#### **KEY RESPONSIBILITIES**

The Accounting Clerk shall assume responsibility and be evaluated for:

1. Invoice entering using Accpac
2. Responsible for specific vendor accounts as directed
3. Responding to queries regarding payments on accounts
4. Preparing invoices
5. Preparing reports as requested
6. Conducting research as requested
7. Other general office duties as assigned

#### **QUALIFICATIONS**

- Advanced knowledge of Accpac , Excel, and MS Word, , or other computerized accounting programs
- Ability to work in a fast paced, team oriented work environment
- One to two years bookkeeping knowledge, or related experience required, with an understanding of coding and invoicing
- High attention to detail and strong organizational skills required
- Payroll experience (an asset)
- Strong team member
- Vehicle and valid driver's license with 2 million liability insurance
- Ability to speak French considered an asset

---

Applicants must have a valid driver's license and use of a reliable vehicle. Police Clearance Certificate is required.

**Applications including resume, cover letter and 3 work related references (all in one document) can be emailed to [careers@cmha-tb.on.ca](mailto:careers@cmha-tb.on.ca).** Closing date: August 13, 2018 at 4:30pm.

CMHA Thunder Bay is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including those with a lived experience, members of visible minorities, indigenous persons and persons with disabilities.