



**Catholic Christian**  
**O U T R E A C H**

## **Accounts Payable Clerk**

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|--------------------------------|------------------------------------------------------------------------|
| <b>Position Type:</b>          | <b>Short-Term/Co-op (4-8 months)</b>                                   |
| <b>Job Region/Location:</b>    | <b>Catholic Christian Outreach Canada Headquarters:<br/>Ottawa, ON</b> |
| <b>Reporting Relationship:</b> | <b>Controller</b>                                                      |
| <b>Working Conditions:</b>     | <b>Normal Office Conditions</b>                                        |
| <b>Funding:</b>                | <b>Support Team and Partnership Development</b>                        |
| <b>Application Deadline:</b>   | <b>As soon as possible</b>                                             |

### **Position Overview**

The accounts payable clerk is responsible for performing accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions. These include assisting the Controller with the preparation of journal entries, maintaining balance sheet schedules and ledgers and account reconciliations. Assisting with monthly closings and account analysis and supporting the Controller in carrying out the responsibilities of the accounting department.

### **Main Job Tasks and Responsibilities**

- Review and match invoices and cheque requests
- Set invoices up for payment
- Prepare and process cheque and wire transfers payments
- Monitor accounts to ensure payments are up to date
- Resolve invoice discrepancies
- Correspond with vendors and respond to inquiries
- Assist with month end closing
- Perform reconciliations and maintain balance sheet accounts
- Prepare journal entries
- Assist with monthly closings and preparation of monthly financial statements
- Assist with preparation of monthly financial reports
- Assist with account/bank reconciliations
- Assist with implementing and maintaining new internal controls and financial procedures

### **Education and Experience**

- Proficient in Microsoft Excel and Word
- Knowledge of general accounting procedures
- Knowledge of accounts payable
- Proficient in data entry and management
- Knowledge of relevant computer applications
- 1-3 years accounts payable and general accounting experience is an asset

### **Key Competencies**

- Organization and prioritization
- Attention to detail and accuracy
- Confidentiality
- Judgment
- Communication skills

- Information management skills
- Problem analysis and problem-solving skills
- Initiative
- Team work

**Support Team and Partnership Development (STPD)**

All CCO staff have the unique opportunity and privilege to rely on God's providence. The successful candidate will develop their own team of financial and prayer supporters who contribute directly to the funds for their salary. For more information on STPD, please see our STPD FAQ at <http://careers.cco.ca>.

*For more information on this or other employment opportunities with CCO Canada, please contact us at [hr@cco.ca](mailto:hr@cco.ca).*