Accounting Clerk

Ontario Good Roads Association is seeking a qualified and experienced individual for the position of Accounting Clerk. Reporting to the Chief Financial Officer (CFO), you are a team player who enjoys working with a dynamic and committed staff. You are self motivated, results oriented, highly creative and have excellent computer skills in a Windows environment.

This is a key position within the organization and you will be responsible for, but not limited to:

- Preparing monthly financial statements, including profit and loss statements, as well as balance sheets
- Balancing and maintaining accurate ledgers
- Creating invoices, processing transactions and managing Accounts Receivables
- Processing and entering invoices/expense claims
- Coordinating bank deposits
- Assisting with annual audits
- Maintaining contacts and memberships in Association Management System

A more thorough job description is available upon request.

Qualifications

- A degree or diploma in accounting or bookkeeping
- 5 years demonstrated bookkeeping experience
- Computer literacy in a Windows environment utilizing word processing, accounting and spreadsheet software applications (Microsoft Word/Excel and QuickBooks).
- Excellent interpersonal, communication, organizational, and administrative skills are a must.

This is a full-time position. Salary range - $53,051.65 – 62,413.71 plus benefits, depending on experience.

Ontario Good Roads Association is a province-wide not-for-profit industry association representing the transportation, public works and infrastructure interests of municipalities in Ontario through advocacy, consultation, education and the delivery of services.
OGRA thanks all applicants but will only contact those selected for interviews. The successful candidate will be required to undergo a full background check.

Please mail, fax or e-mail a covering letter and resume by March 20th to:

Rayna Gillis,
Chief Financial Officer
Ontario Good Roads Association
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