



Eastern Counties Regional Library Job Posting Accounting Clerk (Term)- Mulgrave, NS

Eastern Counties Regional Library is hiring a part-time (35 hours bi-weekly) Accounting Clerk on a 16 month term basis. Regular bi-weekly hours for this position will be 35 hours but schedule flexibility will be required at busy times of year (audit, etc.).

Under the supervision of the CEO, the Accounting Clerk is primarily responsible for maintaining accurate financial records by recording transactions, reconciling bank statements, managing accounts payable and receivable, generating reports, and ensuring all financial data is organized and properly filed.

They assist in drafting the annual salary spreadsheet along with the annual operating budget. They ensure financial legislative compliance and assist the annual financial audit with ECRL's independent auditor in coordination with the CEO.

Duties to include (but not limited to):

- Maintains records of financial transactions by establishing accounts and posting all transactions in Sage
- Posts month end transactions to general journal and performs monthly bank reconciliation to ensure financial statement accuracy
- Ensures financial integrity and accountability by maintaining internal controls and checking for errors or discrepancies in financial data
- Tracks payments received via Square terminal and deposits to bank
- Provides CEO with monthly financial reports
- Files and organizes invoices and other financial documents
- Codes invoices, calculates HST rebates, and processes invoice payments
- Generates and issues invoices
- Prepares, posts and reconciles monthly credit card statements
- Participates in the annual audit process; implements any changes necessary
- Assists with preparation of the annual budget in coordination with the CEO
- Monitors the bank account and prepares monthly deposits
- Manages and maintains vendor accounts
- Prepares and submits GST rebate form on semi-annual basis
- Prepares and submits gas tax rebate form on annual basis
- Keeps grant spreadsheets up to date and advises management on spending
- Prepares special reports as needed by management
- Assists with clerical/administrative tasks as needed

Skills and Competencies Required

- Demonstrates professional attitude in interactions with staff and administration
- Organizes workload efficiently with attention to detail
- Communicates effectively both verbally and in writing with contacts
- Demonstrates high level of computer literacy and data entry skills
- Works effectively with minimal supervision
- Upholds a strict level of confidentiality
- Proficiency in Sage accounting software
- Strong fiscal reporting skills
- Strong problem solving, critical thinking and analytical skills

Experience/Education Required

- Business Administration Diploma and/or certification in Accounting or Bookkeeping
- 2+ years of experience in Accounting/Bookkeeping
- Experience using accounting software (Sage 50 accounting software experience a strong asset)
- Must be proficient in Microsoft Word and Excel
- Valid Nova Scotia driver's license
- A successful Criminal Records Check
- Legally entitled to work in Canada

Notable Physical and Mental Demands

Physical demands:

- Lifting and moving boxes weighing up to 20 lbs

Mental demands:

- Long periods in front of a computer monitor
- Must prioritize and adjust task list in a multiple-demand work environment
- Concentration for long periods of time
- Particular attention to detail and accuracy

Posted: March 27, 2025

Term: May 2025-September 2026

Application Deadline: April 18, 2025

Hourly Rate: \$30.00/hr

Reports to: CEO

Eastern Counties Regional Library is an equal opportunity employer. If you need assistance or an accommodation due to a disability, you may contact us at jobs@ecrl.ca. Only those applicants who are shortlisted for an interview will be

contacted. Eastern Counties Regional Library reserves the right to withdraw the competition if a suitable candidate cannot be found. Please submit by email a cover letter stating your qualifications and interest in the position with a resume and three work references to:

Laura Emery, CEO
Eastern Counties Regional Library
Email: jobs@ecrl.ca