



Accounting Clerk-Office Administrator Assistant

Agri-Management Services, Agriculture in the classroom NB and Nourishing Minds NB are looking for an Accounting Clerk/Office Administrator Assistant.

Major responsibilities:

- Assist in implementing communications strategies
- Writing various marketing and communication material
- Assist in maintaining web content and executing social media strategies
- Track projects and media exposure, prepare presentations and reports
- Assist with the planning and coordination of various events
- Posting of Vendors invoices and preparing vendor invoices for payment
- Posting of Customer invoices and deposits
- Reconciling of bank accounts
- Assist with the preparation of month end schedules
- Provide receptionist functions, including managing phone calls, receiving and directing producer and visitors inquiries
- Administrative duties as copying, scanning, filing
- Assist in the preparation of Board meetings
- Assist with the preparation of annual meetings, seminars, workshops and conferences.
- Receive mail, sort and distribute daily mail

Qualifications:

- Excellent written and oral communication skills in both official languages.
- Being able to work independently as well as in a team environment
- Proven experience as an accounting clerk and in office administrator or similar role
- Proficient using MS Office, Simply Accounting, Quick Books, social media platforms and web based task management software. Strong organizational skills with attention to details
- Ability to multi task is crucial
- Formal accounting and administration education will be considered an asset
- Minimum of 2-3 years experience in a comparable work environment
- Experience in maintaining websites and other social media will also be considered an asset.

Hours: Full time, starting in October 2018 until March 31, 2019 with the possibility of extension.

Salary: To be negotiated

Interested candidates can apply no later than September 25th, 2018 by email at administration@ams-sag.ca