

Older Person's Commission (OPC)
Financial Office
Part-Time Account Clerk Position

Number of Hours: 10-12 per week
Days of the Week: Flexible between Monday and Friday
Wage: \$13.50
Reports to: Financial Coordinator
Requirements: Experience in bookkeeping and / or accounting related duties. Associates degree (or higher) in accounting preferred.

Duties: Provide support for the Financial Coordinator (OPC's accountant) by way of:

- reviewing invoices and preparing them for accounts payable;
- assist in completed grant reports for the OPC's nutrition and transportation grants;
- developing spreadsheets and reports as requested by the Financial Coordinator and/or the Financial Director
- assisting in the bank reconciliation process
- other functions as assigned