



**COLLEGE OF
LICENSED PRACTICAL NURSES
OF NEWFOUNDLAND AND LABRADOR**
LPNS - A PRACTICAL APPROACH TO QUALITY CARE

EMPLOYMENT OPPORTUNITY

ACCOUNTING/OFFICE CLERK

Permanent Full-time

The College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNNL) is the licensing body for Licensed Practical Nurses (LPNs) in Newfoundland and Labrador. We are looking for an experienced bookkeeper and skilled multi-tasker to assume responsibility for the accounting functions of the organization, to assist with registration, and to perform other general office duties.

Qualifications:

- Graduation from high school, supplemented by the successful completion of a two-year Business diploma program specializing in Accounting;
- Considerable knowledge of bookkeeping principles and practices;
- Recent and relevant experience in an accounting environment;
- Experience with SAGE Simply Accounting software is required;
- Experience with all components of the Microsoft Office Suite, particularly Excel and Access, would be an asset;
- Ability to work with minimum supervision and to meet deadlines;
- Strong oral and written communication skills;
- The successful candidate will be required to submit a certificate of conduct.

Duties:

- Prepares daily and monthly bank reconciliations;
- Reviews, prepares and posts month-end and year-end journal entries;
- Prepares monthly financial reports for management;
- Processes biweekly payroll and related remittances;
- Prepares and submits T4, ROE, HST and Workplace NL returns;
- Maintains employee timecards and leave balances;
- Administers employee benefits;
- Prepares for external year-end audit;
- Compiles statistics from organization's database;
- Maintains email communication with members via online platform;
- Assists with registration processes as required;
- Performs other related duties as required.

Salary Range: \$22.23 to \$24.61 per hour (70 hours biweekly)

To apply: Please submit your resume and a covering letter to dpantin@clpnnl.ca by June 26, 2019.

(Only those applicants selected for an interview will be contacted.)