



File Number: 6004-8

## **EMPLOYMENT OPPORTUNITY**

**Competition:** # BDN-17-110

**Open to:** This Category I position is open to all interested parties.

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### **National Accounting Clerk**

Finance

National Accounting Office

CFB Borden

Permanent, full-time

**Who We Are:** CFMWS is committed to enhancing the morale and welfare of the military community, ultimately contributing to the operational readiness and effectiveness of the Canadian Armed Forces (CAF). We pride ourselves on being part of the Defence Team. For more information on who we are, please visit us at [www.cfmws.com](http://www.cfmws.com).

**Job Summary:** Under the supervision of the Supervisor, the incumbent codes, totals, batches, enters, verifies and reconciles transactions related to accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system. She/He calculates, prepares, and issues documents or reports related to accounting, such as financial statements and other managerial information reports, using computerized and manual systems. She/He prepares Journal Voucher (JVs) adjustments and forwards to the Base Accounting Manager for action; action JVs locally, as required. She/He maintains the manual Fixed Assets (FA) Distribution Account (DA) files and ensures all pertinent documents are included such as handover certificates and verification records. She/He prepares registers such as Supplier Invoice Register, Disbursement Transaction Generation, Sales and Receipt Register and Cash and Transfer Register and other types of vouchers, as required.

#### **Qualifications:**

College diploma or certificate in Business Administration, Finance, Accounting, Bookkeeping or in a related field  
OR

High school diploma AND some years experience in a related field

**Language requirement:** Bilingual Essential

<b>Second Official Language Proficiency (English and French Essential)</b>	
Reading Comprehension	1
Written expression	1
Oral interaction	2

Level: N/A(No proficiency), 1(Basic), 2(Functional), 3(Advanced), 4(Professional)

#### **Experience Requirements:**

- In bookkeeping
- In assisting in the preparation of financial statements and reports
- In using software for word processing, spreadsheets, presentations, databases, e-mail and internet browsing

Posted / Affiché le : 01 December 2017 / 01 décembre 2017

Expires / Date de clôture : 14 December 2017 / 14 décembre 2017



**Benefits Available:**

- Competitive Benefits Plan including (health, dental, vision, group life insurance, sick leave, long-term disability (LTD), accidental death and dismemberment (AD&D))
- Defined Benefit Pension Plan
- Savings plans (TFSA, RRSPs)
- Educational Assistance
- Accessible facilities on base (i.e. Fitness facility, Swimming pool, etc),
- CANEX Privileges
- Employee and Family Assistance Program (EFAP)

**Salary:** \$17.52/hr (salary under review)

**Security:**

- Reliability Status

NPF employees must demonstrate the following shared competencies: client service, organizational knowledge, communication, innovation, teamwork and leadership.

Employment Equity: NPF is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of a designated group (i.e. a woman, an Aboriginal person, a person with a disability or a visible minority).

**Start Date:** 02 January 2018

**Posting Date:** 01 December 2017

**Application Deadline:** 23:59 hrs Pacific Time on 14 December 2017

Application Submission: Submit resume to NPF HR Office quoting competition # BDN-17-109. Email: [BordenRecruiting@cfmws.com](mailto:BordenRecruiting@cfmws.com) or online: [www.cfmws.com](http://www.cfmws.com).

**We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.**