

Position Description

Position: Finance Clerk (Junior)

Closing Date: June 30, 2018

Location: Ottawa

Contact: careers@delphi.ca

POSITION SUMMARY:

At Delphi, we are having FUN while changing the world for the better and we hope you can join us! Delphi is a premiere strategic consultancy focusing in the areas of sustainability and climate change. Delphi aims each day at creating a sustainable future for our children through commitment and responsibility to environmental action. Delphi is also a majority shareholder of Accelerating Sustainability Events Management Inc. (ASEM), who manages and operates the GLOBE Series of events. The GLOBE Series is North America's largest and longest-running Conference and Exposition series dedicated to business innovation for the planet. Together, both companies provide an ideal opportunity and environment for personal and professional growth.

We are looking for the next member of our team: a finance clerk who will focus on all aspects of financial record keeping and reporting for both Delphi and ASEM.

RESPONSIBILITIES:

- Ensure invoices have appropriate approvals before processing into the accounting system
- Code and enter AP vouchers for all companies accurately and efficiently
- Preparation of detailed listings and reconciliations of charges to resolve issues relating to project vouchers
- Assist with employee expense reports
- Reconcile and enter corporate credit card transactions
- Process AP cheques
- Provide backup for invoicing
- Maintain AP filing, scanning and photocopying
- Supporting the Director, Finance and Operations and broader administrative team with other operational activities as required
- Other duties as required by our fast-paced, dynamic environment

EXPERIENCE:

- Successful completion of secondary school education or an acceptable combination of education, training and/or experience
- Experience in the delivery of general administrative services including financial management and procurement
- Experience in Simply Accounting/Sage 50
- Experience in using basic office computers and software including e-mail, word processing and spreadsheet programs
- Knowledge of financial and contracting practices
- Ability to monitor budgets
- Ability to plan and organize day-to-day workload and set priorities
- Ability to respond to queries
- Initiative
- Effective interpersonal skills