



Job Description: Accounting Support

REPORTS TO: Finance & Administration Manager

SUBMIT APPLICATION TO: hr@lnid.ca

Position Overview

The Accounting Support provides essential support to accounts payable, accounts receivable, and general administrative functions. This role requires a detail-oriented and organized individual with strong communication skills, capable of managing office tasks efficiently while supporting financial and operational processes.

The ideal candidate will be responsible for filing and records management, vendor communications, mail processing, office supplies management, and general administrative duties to ensure smooth day-to-day operations.

Key Responsibilities

Accounts Payable Support

- Assist with processing accounts payable and invoice management.
- Contact vendors regarding invoice and account queries.
- Prepare recurring office invoices for review, ensuring all required supporting documents are attached.
- Update the payable summary after each payable run.
- File payables and related documentation accurately and in a timely manner.
- Issue and track purchase order (PO) numbers.
- Input monthly odometer readings for vehicle records.

Accounts Receivable Support

- Print and manage statements for online payments.
- Organize and file receipt batches, ensuring proper documentation (receipt, payment notification, invoice slips, statement, check slips) is stapled and archived in the receipt binder.
- Verify cheques for errors or missing information before processing.

Filing & Records Management

- Maintain organized filing systems for payables, receipts, and office documentation (both physical and digital).
- Ensure files are accurately labeled, up-to-date, and easily accessible.
- Archive older documents according to office retention policies, under the direction of Management.

General Office Tasks

- Assist in maintaining an organized office environment.
- Document Preparation: Assist in creating or updating reports, forms, and templates.
- Event Assistance: Support internal meetings or staff events, if applicable.
- Perform other duties as assigned by the Director of Finance and Administration.

Required Skills & Qualifications

- Strong organizational skills and attention to detail.
 - Excellent communication and interpersonal skills.
 - Ability to manage multiple administrative tasks efficiently.
 - Proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc.).
 - Basic accounting knowledge (AP/AR processing and invoice management).
 - Strong time-management skills with the ability to prioritize tasks.
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Education & Experience

- Education: High School Diploma or Administrative/Business Office Certificate preferred.
- Experience: Minimum 1–3 years in an administrative or financial support role.
- **Experience in an administrative or office support role.**
- Knowledge of financial processes, recordkeeping, and document management.
- Familiarity with basic accounting and invoice reconciliation.

Working Conditions

- Office-based role with standard working hours.
- Occasional overtime may be required during year-end, audit preparation, or budget cycles or during other times as deemed necessary.
- Requires collaboration with internal teams, vendors, and external auditors.

Reviewed & Accepted

Date _____

Signature

Print Name