The Taligent Group
your accounting source

Accounting Clerk

Are you starting a career in accounting? We are currently seeking entry level Accounting Clerks.

We offer:

- Opportunity to work from home or hybrid (at home and in the office).
- Compensation is competitive in the market.
- Education reimbursement: up to $2,000 per year for courses required for CPA designation, or National Payroll Institute payroll certification.
- Annual training credit: $500 to use towards professional development
- Employee Benefits plan: Comprehensive benefit plan, with all premiums paid by Taligent (excluding LTD)

Primary Duties

The Accounting Clerk is primarily responsible for performing data entry of accounts payable and accounts receivable for several different client accounts.

Duties will include some or all the following:

- Performing data entry and related duties in disbursing accounts payable to individuals, suppliers, corporations and other entities.
- Ensuring timely and accurate processing of payment documents such as purchase orders, travel disbursements, credit card reconciliations, expenses and any other accounting transactions related to accounts payable functions.
- Reviewing, processing, verifying and recording of cash receipts and other accounts receivable transactions.
- Processing journal entries; and
- Assisting with various accounting duties as required.

Required Skills/Qualifications

- Preferred Post Secondary Education in Accounting, Finance or Business Administration
- Strong computer skills
- Experience using Excel and accounting software
- Detail oriented and able to perform in a fast-paced environment
- Quick learner
- Strong organizational skills
- Excellent communicator

If you are looking for a rewarding and challenging opportunity, and you have the attitude, skills and knowledge to handle multiple clients in an effective and efficient manner, now is the time to apply in confidence to inquiry@taligentgroup.com.