



**Finance Clerk  
Full Time, Permanent Position  
Charlottetown**

Island Waste Management Corporation (IWMC) is seeking applicants for the position of Finance Clerk. Reporting to the Finance Manager, the Finance Clerk supports the effective financial management of IWMC and EISI (Environmental Industrial Services Inc). The purpose of this position is to assist management and departmental staff with financial and administrative functions of the company. The work associated with this position is at a corporate level, independent in nature and critical to the successful day-to-day operation of the company.

**Responsibilities:**

- Process accounts payable (AP) invoices and payments and ensure proper approvals and coding;
- Create new vendor accounts and manage vendor information, including statements;
- Track recurring AP items to ensure all have been received;
- Respond to inquiries from suppliers, departmental staff and other departments concerning the status of accounts/payments;
- Monitor expense report claims to ensure prior approval was obtained in advance of any travel and claims are prepared and paid in accordance with company policies & procedures;
- Process accounts receivable (AR)/deposit entries;
- Process company credit card entries;
- Complete Bank Reconciliations and other account reconciliations as required;
- Generate reports through Sage to provide information to the CFO, Finance Manager and other company staff;
- Maintain accounting based filing, following the RIM (Records Information Management) system; and
- Perform other duties as required.

**Skills and Qualifications:**

- Diploma or Degree in Business Administration or a related area of study, or demonstrated equivalencies;
- Minimum 3 years' experience in accounting and financial processes;
- Experience using Sage 300 or comparable financial information systems;
- Understanding of accrual accounting, bank reconciliations, and receivables management;
- Excellent computer skills (Microsoft Excel, Word and Outlook);
- High degree of attention to detail and accuracy;
- Excellent analytical, critical thinking decision-making and problem-solving skills;
- Excellent interpersonal, written and oral communication;
- Excellent organization skills and ability to work independently and effectively manage time as well as ability to work effectively in a team environment; and
- Applicants must have a good previous work and attendance record.

The successful candidate must provide a satisfactory Criminal Record Check.

**Hours:** 75 hours bi-weekly

**Salary:** \$51,266 - \$58,227/year  
This position offers medical and dental benefits, and a retirement plan.

**Closing Date:** Friday, May 10<sup>th</sup> at 5PM AST

**Please submit a cover letter and resume to:**

Susan Frizzell, HR Manager  
Island Waste Management Corporation  
110 Watts Avenue  
Charlottetown PE  
C1E 2C1  
Email: [jobs@iwmc.pe.ca](mailto:jobs@iwmc.pe.ca)

We thank all applicants for their interest, however only those selected for an interview will be contacted.