



Nova Scotia/Nunavut Command
The Royal Canadian Legion

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All Branch Mail Out #42

Date: June 19, 2020

TO: NS/NU Branches
NS/NU Executive Council
NS/NU Zone Commanders
NS/NU Past Presidents
NS/NU Command Staff

From: Comrade Valerie Mitchell-Veinotte
Executive Director
NS/NU Command, RCL

Subject: Job Posting

Message: Comrades: Please find attached NS/NU Command Job Posting for widest distribution.

NOVA SCOTIA/NUNAVUT COMMAND
THE ROYAL CANADIAN LEGION

Position: Bookkeeper/Clerk

Reports to: Executive Director

Summary:

Nova Scotia/Nunavut Command Bookkeeper/Clerk initiates, records, maintains and verifies all financial transactions, is responsible for the supply of goods and materials to NS/NU Command Branches, general administrative tasks, substitutes for the Administrative Assistant when required and other duties as assigned by the Command Executive Director.

Description:

Manage all accounting transactions (AP, AR and Journal Entries)
Reconcile bank and credit card statements
Reconcile accounts payable and receivable to statements
Manage balance sheets and profit/loss statements
Generate monthly internal financial statements
Process and generate all facets of payroll
Calculate and file government remittances
Compile information for year end external auditor
Assist in annual budget development
Inventory control
Order filling, light shipping and receiving
General office administrative tasks
Secretarial duties for various committees
Substitute for Administrative Assistant
Other related duties as assigned by the Executive Director.

Competencies/Qualifications:

3-5 Years of previous work experience as a Junior Accountant/Senior Bookkeeper
Demonstrated experience with Sage Simply Accounting
Intermediate MS Excel skills
Experience with general ledger functions
Maintain confidentiality
Strong organizational, planning, analytical and problem-solving skills
Strong attention to detail and ability to meet tight deadlines
Excellent communication and interpersonal skills
Flexibility to work additional hours occasionally
Training specific to the office will be provided
Willingness to support the values and growth of The Royal Canadian Legion
Legion background an asset

Working Conditions:

Experienced, professional staff working in support of the goals and objectives determined by the Executive Council of Nova Scotia/Nunavut Command of The Royal Canadian Legion.

Nova Scotia/Nunavut Command offers competitive salaries, matched RRSP, paid sick time and paid time off over the December Holiday Season. Regular hours are 6.5 daily, M-F 8:30-12:00 and 1:00-4:00pm.

Apply:

By forwarding cover letter and resume **as pdf attachment with your name in the subject line** by e-mail to:

info@ns.legion.ca

Application deadline 8:30 am July 09, 2020

Applications submitted other than as specified will not be considered. Do not utilize a job reference number when applying.

No phone calls please; Only candidates selected for interview will be contacted.