

Job Referral Service

Accounting Clerks (1431)

This form is to be used for the following positions:

Keeyask

Project Cost Clerk I

Project Cost Clerk II

Name: _____ SIN: _____ Reference Number: _____
(First name Last name)

* must select at least one response

Job Development (select all that apply)

Willing to be trained (select all that apply)

Project Cost Clerk I

Project Cost Clerk II

Hydro Northern Training and Employment Initiative (HNTEI)/Hydro Pre-Project Training (HPPT) (select all that apply)

HNTEI/HPPT – Trainee

HNTEI/HPPT – Completed

* Education (select only one option)

Less than high school

Some high school

Completion of high school

Some college/CEGEP/vocational or technical training

Completion of college/CEGEP/vocational or technical training

Some university

Completion of university

* Experience (select only one option)

No experience

Less than one year

1 - 2 years

2 - 5 years

5 - 10 years

10+ years

Languages (select all that apply)

Speak English

Read English

Write English

Business Equipment and Computer Applications (select all that apply)

Mac OS

Windows

General office equipment

Electronic mail

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- Electronic scheduler
- Word processing software
- Spreadsheet software
- Accounting software
- Database software
- Data analysis software
- Presentation software
- Internet browser

Typing (Words Per Minute) (select only one option)

- None
- 41 - 60 wpm
- 61 - 80 wpm
- 81 - 100 wpm
- 101 - 120 wpm
- 121+ wpm

Type of Bookkeeping (select all that apply)

- Manual
- Computerized

Specific Skills (select all that apply)

- Manage inventory control
- Store, update and retrieve financial data
- Prepare payroll
- Conduct banking
- Invoice clients
- Open and close books for auditors
- Answer customer inquiries
- Perform general office duties
- Prepare bank reconciliations
- Perform clerical duties, such as maintain filing and record systems
- Prepare financial statements
- Prepare trial balance
- Prepare reports
- Prepare journal entry
- Manage accounts receivable
- Costing and budgeting
- Computes fixed assets and depreciation
- Prepare general ledger
- Conduct credit and collections
- Manage accounts payable

Security/Safety Requirements (select all that apply)

- Basic security clearance

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Bondable