



Position Title: Accounting Clerk
Employment Type: Part-time (16-24 hours per week)
Location: Waterloo, ON
Schedule: Flexible hours, option to work remotely
Salary: \$25 per hour

In this new role, the **Accounting Clerk** will perform a wide range of support activities for the Finance team.

Your Responsibilities:

- Support the Finance team with month-end and quarter-end report entries
- Assist with entering payroll information and preparing related reports
- Post monthly payroll journal entries and maintain general ledger accounts
- Assist with posting and reversing monthly accrual entries
- Reconcile credit card payments
- Assist with Accounts Payable and Accounts Receivable
- Support the VP, Finance & Accounting with consolidated audit and special projects, as required
- Serve as a backup for the Finance & Payroll Assistant, as required
- Perform other related duties, as assigned

Your Qualifications:

- 2-year college diploma in Finance/Accounting, or a related field
- Experience with Sage and Ceridian is an asset
- Payroll Compliance Practitioner (PCP) certification (or working towards) is an asset
- Proficient with Microsoft Office. Advanced Microsoft Excel skills, including experience using Macros is considered an asset.
- Attention to detail and high level of accuracy is required
- Self-motivated and works well independently and in a team environment

About MAG Aerospace Canada:

MAG has been active in the Canadian aviation industry since it was founded in 1950 and is a premier supplier of special-mission aircraft. Our company focuses on niche markets within Wildfire Management, Air Charter, Training, and Airborne Imagery. We are a key supplier of Aerial Fire Detection and Airspace Management (Birddog) Services in Ontario, Quebec and Saskatchewan. MAG Aerospace is a global leader in manned and unmanned airborne imagery and surveillance operating on 5 continents and 20 countries worldwide.

Please send your cover letter, along with your resume to careers@magaero.ca.

MAG Aerospace Canada is an Equal Opportunity Employer.
We value diversity and encourage all qualified candidates to apply. This position may require access to sensitive Law Enforcement information and a background check.