

Job Referral Service

Accounting Clerks (1431)

This form is to be used for the following positions:

Wuskwatim

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 train (select all that apply)

Project Cost Clerk I

Project Cost Clerk II

Hydro Pre-Project Training (HPPT) (select all that apply)

HPPT - Trainee

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

Electronic scheduler

Job Referral Service

Accounting Clerks (1431)

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

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

- 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
- Bondable