Clerk Accounting (Contract)

Emplacement(s)	Stellarton, Nouvelle-Écosse — Canada
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Bannière / langue du texte	Sobeys / EN
Horaire	Temps plein
Statut	Temporaire

Texte intégral de l’offre

Embark on a rewarding career with Sobeys Inc., celebrated among Canada’s Top 100 employers where your unique contributions drive success.

Sobeys is full of exciting opportunities, and we are always looking for bright new talent to join our team! We are regularly seeking qualified candidates for various Accounting Clerk positions within our Finance Shared Services team.

These positions work full-time hours, often starting on a contract (temporary basis). We do require employees to work on-site at our office in Stellarton, Nova Scotia at least 3 days per week. This is an excellent opportunity to get your foot in the door and demonstrate your capabilities to be considered for longer term employment.

As positions become available, we will reach out to qualified applicants from this talent pool.

Here’s where you’ll be focusing:

- Process and audit invoices for various departments nationally;
- Prepare and analyze working papers;
- Prepare and process journal entries;
- Process cash receipts and other related Accounts Receivable functions;
- Work in conjunction with both internal and external customers and vendors;
- Ensure all required metrics and service levels are consistently met;
- Provide a high standard of customer service;
- Various data entry related tasks;
- Work in SAP and Microsoft Office, including Excel;
- Identify areas of opportunity to enhance processes;
- Demonstrate integrity and adherence to standards, policy and procedures.

What you have to offer:

- Relevant education in Business, Accounting, or related area (Diploma or University Degree);
- Minimum 1-2 years relevant work experience (within an office environment, accounting, administration, working with data, etc.);
- Equivalent combination of education and work experience may be considered;
- Understanding of basic accounting concepts (debits, credits, balance sheet, etc.);
- Strong computer skills; Proficient use of MS Office, including intermediate level proficiency in Excel (experience using v-lookups, pivot tables, functions, etc.);
- Excellent interpersonal and communication skills (both verbal and written);
- Excellent customer service skills, and a commitment to meet and exceed service levels;
- Proven time management, organization, prioritization, and multi-tasking skills;

- Ability to work independently, as well as part of a team.

Preferred:

- Accounting education;
- Accounting work experience;
- Retail experience;
- Knowledge of SAP;
- Bilingual (French and English) would be considered an asset.

#LI-CC1 #LI-Hybrid

Who we are

Sobeys is one of Canada’s leading grocery retailers, with more than 1,600 stores across all 10 provinces and banners including Sobeys, Safeway, IGA, Foodland, FreshCo, Thrifty Foods, and Lawtons Drug Stores. Our 128,000 teammates and franchise affiliates are passionate about delivering great food and exceptional experiences to our customers and communities.

Learn more about our story and culture:

Who We Are | Why Work With Us

Total Rewards

We offer a Total Rewards package designed to support teammates at work and in life. Depending on role and eligibility, teammates may receive health and dental benefits, retirement and savings programs including an Employee Share Ownership Plan, a 10% in-store discount at participating banners, virtual healthcare and an Employee and Family Assistance Program, learning and development opportunities, parental leave top-up, and paid vacation.

Sobeys is committed to providing a compensation structure that is flexible, equitable and competitive in the market to enable performance and growth. To learn more about this opportunity including the expected range of compensation in accordance with Pay Transparency Legislation where required please click the “I’m interested” or "Apply" button above. Individual compensation is determined based on qualifications, experience, and internal equity within the range provided.

Additional Information

External websites may share our organization's job postings which includes compensation information based on similar roles and market benchmarks. These figures are provided for general comparison purposes only and are not issued or verified by our organization.

We may use Artificial Intelligence (AI) tools to support efficiencies in the candidate screening, assessment, and recruitment processes. These AI tools do not make hiring decisions on behalf of the Company. Hiring decisions are made by our Hiring Teams.

Sobeys is committed to creating accessible and inclusive hiring processes. We will work with applicants requesting accommodation at any stage of the recruitment process.

Please note: Successful candidates will be required to provide documentation to prove their legal ability to work in the position during the onboarding process. Documentation will be assessed by the employer prior to commencement of work.

Emplacements indiqués par la source

Stellarton Corporate Office - King Street, 115 King Street, Stellarton, Nova Scotia, Canada

Consulter l’offre et postuler

Offre originale et candidature

Toutes les offres Sobeys

Qui nous sommes

Date de fin annoncée : non précisée dans les métadonnées publiques.

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