



## A. HARVEY & CO. LTD

### JOB POSTING – ACCOUNTING CLERK

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#### **The Company**

A. Harvey & Co. Ltd. is a privately owned Newfoundland company which provides a wide range of services, many of which are marine and logistics oriented. Included within the A. Harvey & Company Ltd. umbrella are the Offshore Marine Base, Harvey Autocarriers, Argentia Freezers and Terminals, Harvey Salt, and A. Harvey Logistics. The company is also affiliated with Browning Harvey Ltd. and Harvey's Oil Ltd.

#### **The Role**

The company has an opening for a full time, permanent Accounting Clerk located at the A. Harvey & Co. Ltd. office at 60 Water Street. In this role, the Accounting Clerk is directly responsible for supporting the Salt operation division, general ledger analysis of assigned accounts, back-up support of Accounts Payable & Receivable just to name a few.

Duties required by this position are, but not limited to, the following:

- Control daily cash receipts including processing of payments and recording of salt payments received;
- Maintain salt invoicing;
- Maintain general ledger analysis for assigned accounts;
- Maintain Trucking month end analysis;
- Key punching of accounts receivable and payables as required;
- Administer parking; issue new parking permits as required, handle all queries regarding parking;
- Reconcile Wage Subsidy cheques on a timely basis;
- Provide back-up for A. Harvey Accounts Payable, Accounts Receivable and, when necessary, the Receptionist area.

Some specific responsibilities of this role include but are not limited to the following:

- Process accounts receivable invoices through Navision and MBOT as required;
- Prepare daily bank deposit and process payments through Navision;
- Reconcile all wage subsidy cheques received for the month and maintain file;
- Separate salt invoices on a daily basis; update salt tonnage information on a daily basis; input/ transfer over counter cash receipts;
- Monthly general ledger analysis for accounts payable for A. Harvey Salt and Marine Base;
- Monthly general ledger expense accounts analysis;
- Monthly analysis for Marine Base Trucking;
- All necessary back-up for Accounts Payable, Accounts Receivable and, when necessary, receptionist area.

## **The Candidate**

The ideal candidate will have the following:

- Post-secondary education in accounting (certificate or diploma) with related experience;
- Aptitude for computers and other technology;
- Proficiency in computer applications;
- Effective written and oral communication skills;
- Strong attention to detail;
- Data Entry skills;
- Self-confident individual with strong organizational skills that can prioritize and manage multiple tasks and deadlines in an efficient manner;
- Ability to provide professional and courteous service in any scenario;
- Ability to understand and work with diverse groups of people and clients;
- Teamwork skills that support a team based operation;
- Reliable and ability to manage deadlines;
- Ability to work in a repetitive environment;
- Strong analytical skills;
- Ability to understand and work with diverse groups of people and clients.

If you are interested in this role, please forward an application by May 6<sup>th</sup>, 2024 to:

**Human Resources Group  
A. Harvey & Co. Ltd.  
P.O. Box 5128  
60 Water Street  
St. John's, NL  
A1C 5V6  
Fax: 709-726-8044  
Email: [humanresources@aharvey.nf.ca](mailto:humanresources@aharvey.nf.ca)  
[www.aharvey.com](http://www.aharvey.com)**

A. Harvey & Company Limited is an equal opportunity Employer. We wish to thank all applicants but only individuals invited for an interview will be contacted.