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## Employment Opportunity NAT-18-001

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**Accounts Clerk**  
**Full Time (38.5 Hrs /week)**  
**Regional Accounting Department (Europe)**  
**Posted on : January 3<sup>rd</sup> 2018**

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Under the supervision of the Accounting Manager, the Accounting Clerk verifies and reconciles transactions related to accounts payable and receivables, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a computer system. He/she calculates, prepares and issues documents or reports related to accounting such as financial statements and other managerial information reports, using computerized and manual systems. She/he receives source accounting documents, verifies for policy compliance and enters them in the appropriate accounting registers.

### **Qualifications:**

College diploma or certificate in Business Administration, Finance, Accounting, Bookkeeping or related field

OR

High School diploma AND some years experience in related field

### **Open To:**

All Qualified and \*Eligible applicants

### **Language Requirements:**

English essential, German an asset

### **Knowledge Requirements**

- Of accounting systems
- Of basic accounting theories and practices
- Of budget administration

### **Experience Requirements**

- In bookkeeping
- In assisting preparation of financial statements and reports
- In providing customer service
- In using software for word processing, spreadsheets, presentations, databases, email

**Closing Date: January 19<sup>th</sup> 2018**

All applicants are required to bring their NATO ID and shopping card (when applicable) for verification of status. We thank all applicants in advance, however, only those selected for an interview will be contacted.

**\*Eligibility:** Restricted to dependants of serving NATO Military or Civilian Component members, who are not nationals of any state which is not a party to NATO or citizens or residents of host nation. When positions are available to local residents they may be posted at the Arbeitsamt in Geilenkirchen