

**Accounting Clerk**  
**Hurst Marina Ltd, Manotick (Ottawa), ON**

Hurst Marina, established in 1976, is a multiple award winning boat dealership and full-service marina situated in Manotick on the Rideau River.

We are looking to add a qualified Accounting Clerk. This full-time position provides the necessary support to enable basic accounting requirements for Hurst Marina. This is an evolving position and responsibilities may shift over time. The candidate must be able to respond easily to new assignments.

Responsibilities of this position include but are not limited to:

- Point of Sale Reconciliation
- Processing Accounts Payable
- Balance and reconcile general ledger accounts
- Recording Journal Entries
- Assisting other Departments with various clerical duties
- General office and clerical duties

The successful candidate should possess the following:

- High School Diploma or equivalent;
- Post-secondary education in Accounting will be considered a strong asset
- Minimum of 1-year accounting experience
- Proficiency in Excel, Word, Windows and Outlook are essential;
- Communication skills both verbal and written;
- Self-starter and self-motivated;
- Ability to work well with others or alone.
- Have their own transportation (Public Transit is not available)

Hours of work: Monday to Friday 8am to 5pm

Interested candidates may submit their resume by e-mail to [hr@hurstmarina.com](mailto:hr@hurstmarina.com)