

JOB POSTING – SENIOR ACCOUNTING CLERK

Company Description

Nightingale Nursing Registry Ltd. has been providing high-quality Nursing and Personal Support Worker Home Care services for over 40 years, alongside our growing Condominium Management and Property Maintenance operations.

Role Description

The **Senior Accounting Clerk** supports full-cycle accounting across multiple companies. This role includes AP, AR, reconciliations, banking, cash flow forecasting and month-end support. It is ideal for candidates who thrive in a stable, on-site environment with structured tasks and multi-company variety. The role is permanent and full time. (Part time applications may be considered)

Responsibilities

- Full-cycle accounts payable and accounts receivable
- Bank reconciliations for multiple companies
- Accurate GL entries and financial record maintenance
- Month-end and year-end support
- Prepare deposits, EFTs, and vendor payments
- Use RBC Express for banking functions and managing condominium corporation user access
- Maintain detailed filing systems and audit-ready documentation
- Assist the Finance Controller with accounting tasks and administrative duties
- The Senior Accounting Clerk may be assigned additional tasks related to bookkeeping, reconciliations, reporting, or other accounting and finance responsibilities that support the finance department's operations.

Work Arrangement

- On-site in Lakefield, ON

Wage & Benefits

- Wage: \$26.00-\$32.00 per hour
- Health & dental benefits
- RRSP match
- Permanent full-time role
- Multi-company exposure in a friendly and supportive team environment

Qualifications

- 2–4 years experience in accounting or bookkeeping
- Strong AP, AR, and reconciliation skills
- Experience with QuickBooks and/or Sage 300
- Ability to use or quickly learn RBC Express
- Excellent accuracy and attention to detail
- Ability to manage multiple companies' financial data
- Strong communication and organizational skills

Assets

- Condominium corporation accounting experience
- Experience in Home Health Care, Property Management, or Maintenance
- Prior support role to a senior accountant or controller

Apply Now @ <https://nightingalenursing.net/careers/> or email humanresources@nightingalenursing.net if you are ready to make an impact in a growing, multi-company finance environment! (If you would like a full description of this role, please reach out to our HR team)