



General Ledger Clerk *Career Opportunity*

About Sault Ste. Marie: A welcoming and vibrant community of 78,000, Sault Ste. Marie provides an affordable, active lifestyle in the heart of the Great Lakes. What you will find here is a great career and even greater quality of life that offers short commute times and quick access to world class cultural and natural amenities. For more information, visit welcometossm.com.

The PUC Group of Companies (PUC) operate multiple utilities within Ontario that manage the supply and transmission of electricity, the supply, treatment and distribution of drinking water, and the operation of wastewater treatment facilities.

A nationally recognized leader in the utility sector, PUC is dedicated to supporting the communities we serve through curiosity, innovation, and growth. More than ever, our focus is on a sustainable PUC that is developing strategies to lower our carbon footprint, support community and economic development, and maintain exceptional customer service.

Wage Range: \$36.37-\$41.54

As the General Ledger Clerk, your duties will include:

- Prepare and post journal entries to aid in the preparation of the monthly financial statements/year end audit
- Provide in-depth account analysis to aid in the reconciliation and balancing of various general ledger control accounts
- Provides payroll relief as required
- Prepares bank transfer and wire transfers and electronic fund transfer payments to retailers and suppliers
- Balances and reconciles deposit ledger and balances inventory monthly
- Reviews daily payroll and tracking reports before journal printed. Check keypunching errors, general ledger account numbers, earning codes, pay rate increases, policies and contracts being followed, etc.
- Conducts bank reconciliation on returned items and customer deposit accounts
- Responsible for accurate and timely remittances of GST and PST for all the Companies
- Prepare working papers and other various reports as required and other duties as necessary

Qualifications:

- At minimum, completion of a college diploma in business/finance/accounting plus two years University Accounting.
- General keyboard proficiency, with good computing skills in Window-based programs (Excel, Word, Access, CUTE FTP, etc.)
- Ability to work as part of a team with ability to take initiative
- Good analytical background as demonstrated through experience and knowledge in general office and accounting field
- Required to exercise judgment in dealing with customers
- Good oral and written communication skills
- Ability to exercise sound judgement regarding confidential matters.
- Ability to work independently and as part of a team.

PUC Services is an equal opportunity employer.

Resumes stating qualifications and experience will be accepted via email to people.culture@ssmpuc.com by 4:00pm on **April 3rd, 2025**, quoting the job title noted above.