



**Newcap Radio – St. John's , NL
Accounting Assistant**

Do you have an above average understanding of accounting and strong computer skills? If so, we have the job for you. We have an immediate opening for an Accounting Assistant. This position will be located in St. John's, NL.

- Help manage Local Accounts Receivable
- Collection calls to clients
- Posting Daily Deposits & credit cards, cash journal, adjustments
- Setting up new accounts, processing credit applications
- Month end reporting
- Weekly sales reports
- Weekly & Monthly invoicing
- Clerical duties

If this sounds like the job for you, then do the following:

- Send your resume with references to...

Karla Green
Manager of Administration
kgreen@newcap.ca

Deadline is August 5, 2016. Only those applicants selected for an interview will be contacted.

Newcap values diversity in its work force and is committed to Employment Equity, all applications submitted must be accompanied by a completed Employment Equity Questionnaire form. The form may be downloaded from the following link:

<http://www.ncc.ca/careers.asp?mn=4>