



Accounting Clerk

CFMWS – WHERE PURPOSE MEETS PASSION!

At Canadian Forces Morale and Welfare Services (CFMWS), we're more than just a workplace; we're a proud community dedicated to supporting Canadian Armed Forces members, veterans and their families in their daily lives. We carefully curate and provide programs and services designed to meet their unique needs and enhance their mental, social, physical, financial and familial well-being. CFMWS employees deliver programs and services including recreation, sports and fitness programs, customized financial services, retail services, access to retail savings and discounts and offers family support and organizes charity events.

Our success stems from living our values. Our employees care about their role in supporting Canadian Armed Forces members, veterans and their families and act with integrity in all they do. Thriving in our close-knit environment, we act as one team with one mission. We constantly seek new ideas and creative ways to deliver the best possible programs and services.

As an employer, we offer a commitment to your health, wellness and growth. We provide a diverse range of roles across many locations and a career where you can make a meaningful impact.

SALARY: 15.46 - 16.94 EUR Per Hour

LOCATION: Geilenkirchen, Germany – NATO Base

POSITION TYPE: Permanent Part Time
up to 25 hours per week – with an average of 20 hours per week

THE ROLE

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 NEEDED

Education, Certifications and Licenses

- College diploma or certificate in Business Administration, Finance, Accounting, Bookkeeping or related field
- An acceptable combination of education, training and experience will also be considered

Experience

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

Competencies

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

Skills and Abilities

- Of accounting systems
- Of basic accounting theories and practices
- Of budget administration
- Health & Safety Practices

LANGUAGE REQUIREMENTS

English Essential

BENEFITS AVAILABLE

Health Benefits: Accidental death and dismemberment coverage.

Work Life Balance: Paid/unpaid leave, including vacation pay, family related leave and personal days.

Learning and Development: Payment of professional association memberships, online learning opportunities including a LinkedIn Learning subscription and second language training.

Perks: Discounts provided through CF One Member Appreciation.

OTHER INFORMATION

This is an on-site position with an assigned work location.

This Category I position is open to all interested parties including Non-Canadians who are not stateless persons, nor nationals of any State that is not a party to the North Atlantic Treaty, nor national of, or resident in Germany and to dependents of Canadian Armed Forces members and Canadian civilian component.

All candidates are required to present, along with their resume, proof of their eligibility to work for CFMWS in Europe. Mandatory SOFA stamp and any other required documentation, e.g., visa, recognizing their legal status to live and work within the host nation in Europe.

Please note, Canadian dependents who are incoming candidates can apply for this position provided that a copy of a sponsor's posting message or equivalent is included with the application; however, a SOFA stamp will be required prior to any formal offer/commencement of employment.

Application deadline: Open Until Filled

START DATE

May 19th, 2025

INCLUSION AND ACCOMMODATION

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. Workplace accommodation measures are available to all candidates identifying a need during the selection process.

To apply, scan the QR code which will take you to the application page.



Or click on the following URL: <https://ca01-apply.sabatalentlink.com/apply-app/pages/application-form?jobId=QDCFK026203F3VBQBLOLO8MBD-32446>

To view all opportunities:



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Do not see an opportunity that currently interests you? Visit www.cfmws.ca/careers and apply to our General Application.