



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: 15.72 – 17.22 EUR Per Hour
LOCATION: Geilenkirchen, Germany – NATO Base
POSITION TYPE: Temporary Part Time - Up to 30 Hours Per Week
Immediately – December 31st, 2025 with a possibility of an extension

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. They calculate, prepare and issue documents or reports related to accounting, such as financial statements and other managerial information reports using computerized and manual systems. they receive source accounting documents, verify for policy compliance, and enter 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: Employee and Family Assistance Program and mental health support.

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. This position is not open to local nationals.

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.

Conditions of Employment:

Reliability Security Clearance/ Background Checks
NATO ID

Application deadline: Open Until Filled

START DATE

As soon as possible.

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. If contacted in relation to a job opportunity or assessment, you should advise the recruitment team in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

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=QDCFK026203F3VBQBL0LO8MBD-36208>

To view all opportunities:



[CFMWS](#) | [MFS](#) | [OUTCAN Europe](#) | [CFMWS](#)

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