

## **ACCOUNT CLERK (Accounts Receivable & Accounts Payable)**

### **JOB DESCRIPTION / RESPONSIBILITIES:**

- Accounts Payable / Credit Collection.
- Posting the cash receipts and bank deposits.
- Preparing bank deposits.
- Sorting and posting all payable invoices.
- Preparing cheques for payables as they become due.
- Bank reconciliation..
- Responsible for Accounts receivable telephone calls.
- Answering accounts payable inquiries.
- General office duties such as filing, faxing, tidying etc.
- Accurately maintaining customer database by adding new clients or updating information.
- Assisting with the development and implementation of new projects as necessary.
- Assisting team member as necessary.
- Good knowledge of Excel is essential.

### **CRITICAL REQUIREMENTS:**

- The successful candidate must have minimum 5 years experience in credit collection and Accounts Payable / Receivable.
- The ideal candidate should be hardworking, friendly, flexible individual with an open attitude, eagerness to learn and well organized.
- Advanced computer skills

### **Qualifications:**

The following skills are mandatory:

- Strong accounting skills and experience; knowledge of accounting principles
- Post secondary Degree in Business or working towards an Accounting Designation (CGA, CMA or CA) an asset.
- Excellent knowledge of PC-based software (Word, Excel etc.).
- Data entry experience.
- Good command of both verbal and written English.
- Accurate and proficient data entry.
- Capable of typing a minimum speed of 40 wpm.

- Strong mathematical skills an asset.
- Ability to work in a fast-paced environment
- Highly flexible, reliable, conscientious and able to follow directions.
- Highly motivated, organized and innovative.
- Candidates must also pass an enhanced reliability security clearance.*

If you are interested in this opportunity and your skills match the requirements above, please submit your resume in Word format to:

[applicants1@hotmail.com](mailto:applicants1@hotmail.com) or fax it to: 416-743-8193

**\* Please NO PHONE CALLS or RECRUITMENT/STAFFING AGENCIES \***

We thank all interested applicants but only those selected to interview will be contacted.