POSITION TITLE: ACCOUNTING CLERK (Multi-Company Platform)

Employment Type (FT,PT,Contract): FT
Rate of Pay: $18-$20 based on previous experience
Job Location: Hannon, Ontario
Hours of Work: Monday through Thursday 9 AM to 5 PM; Friday 8 AM to 4 PM
Start Date: Immediate
Application Deadline: Open until Job filled

COMPANY NAME: Maljohn Company Ltd
Street Address: 183 Hendershot Rd, Hannon
Phone: 905-692-5404
Fax: 905-692-3349
Email: maljohn@maljohn.com
Website: www.maljohn.com

Accounts Payable Responsibilities:
• Matching Vendor & Supplier Invoices against Company PO’s and Delivery receipts to verify pricing, quantity and material received accuracy
• Entering Supplier Invoices into accounting system
• Preparing Vendor & Supplier cheques in accordance with Company financial policies and procedures
• Verify Vendor/Supplier statements
• Work with Vendors/Suppliers and internal staff to address payment/account issues and discrepancies
• Verify and balance credit card statements
• Perform other related duties as assigned

Accounts Receivable Responsibilities:
• Entering of Customer Sales Orders from multi-company daily received reports
• Processing of Customer Invoices from multi-company daily shipping records
• Emailing/mailing of Customer Invoices for multi-company platform
• Aged Overdue Receivable weekly calls to all customers to ensure timely payments for goods sold
• Prepare Customer Credit Card payment report
• Perform other related duties as assigned

Other Responsibilities:
• Compiling weekly and monthly reports as requested
• Filing
• Attending Office meetings
• Covering telephone when office staff are on calls
• Perform other related duties as assigned

General Description of Duties:
• Demonstrated ability to accurately calculate, post, correct and manage accounting figures and financial records
• Effective attention to detail and high degree of accuracy
• Strong work ethic and positive team attitude
• Highly organized and detail oriented with ability to multi-task and prioritize
• Adaptability and ability to learn new skills
• Good telephone manner and communication skills

Skills and Experience Required:
• Post-Secondary education in Accounting
• Experience in working in a multi-company platform
• Experience with Sage 50 Software, Spire System Software, Microsoft Office – Excel Spreadsheets, Data Entry
• Knowledge of accounting principles, practices and applications
• OWN TRANSPORTATION IS A MUST (WE ARE NOT ON A BUS ROUTE)

How to Apply:
EMAIL RESUME TO maljohn@maljohn.com

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