

Accounting Clerk

Job Description

Founded in 1976, Riverside Opticalab LTD is a growing leader in the manufacture and supply of optical solutions. Riverside has an immediate opening for a reliable **Bilingual (French/English) Accounting Clerk** to join our accounting team. The successful candidate will be extremely detail-oriented, a multi-tasker, and a solid team player. If you possess these qualities, we want to hear from you.

General Description

Performs accounting tasks including payroll for several sites. This includes multiple tasks of accounting and administration duties including information verification and analysis, report preparation, account reconciliation and billing and collections activities. Will also be required to perform filing of files on occasion.

Job Responsibilities

The job will include, but not be limited to:

Payroll Accounting

- Bi-weekly payroll for The Riverside Group and all Locations.
- Submission of remittances to governments
- Execution of benefit programs through payroll
- Management of payroll related headcount and budget reports
- Setting up new hires in system, and helping prepare ROE's
- Preparing T4's, T2200's etc. at year end

General Ledger and Accounting:

- Monthly bank reconciliations, including General Ledger research and reconciliation.
- Other Balance sheet reconciliations.
- Support preparation of standard and diverse management reports through information verification, proofreading, assembly and other related activities.
- Work on other special projects as needed
- May be requested to make the bank deposit on occasion

Accounts Receivable:

- Preparing cash receipts for posting, applying payments and performing statement reconciliation.
- Preparing and mailing monthly billing statements.
- Research, and serve as a liaison between our customers to resolve billing discrepancies. Assemble all supporting documentation as needed.
- Identify and take action relative to delinquent accounts.
- Filing of paperwork to the appropriate accounts

- Obtain a good understanding of Company functions and workflow. Ensure compliance for all policy administration activities based upon the established General Guidelines.
- Proceed with Visa and Mastercard payment

Accounts Payable:

- Ensure that all company payable is kept up to date.
- Ensure that reconciliation of accounts payable
- Preparation of cheques
- Including electronic payment on demand
- Filing, and other administrative duties as required.
- Validate shipping and customs charges
- Vendor & Visa statement reconciliation
- Follow up on missing invoices and approvals.

Skills

- Mid to advanced Excel skills required
- Education in field of accounting at the College or University level
- Payroll experience would be considered an asset
- Experience with Sage 50 accounting system would be considered an asset
- Bilingual French and English are considered as an asset

Hours:

Salary: \$19.00 - \$24.00