

We are looking for an accounting clerk to join our accounting team. The position is full-time, Monday-Friday 8:30-5:00.

The ideal candidate will thrive in an environment that emphasizes effective communication, empathy towards our customers' needs, and must enjoy interacting with others.

Duties include but not limited to:

- Calculate, prepare, process invoice, credits
- A/R duties, ie: call collections
- A/P duties, ie: matching paperwork according to established procedures
- Dealing with salesreps and customers and responding inquiries in a helpful and friendly manner

Skills required:

- Ability to work in a fast-paced environment
- AR / AP experience preferred, however we are willing to train.
- Must have strong computer skills, including proficiency in Microsoft office, excel, outlook, and word.
- Strong organizational skills with ability to multi task
- Must demonstrate behaviors that support teamwork and accountability
- Ability to function individually as well as part of a team
- Ability to review work for accuracy
- Ability to problem solve
- Bilingual (English/French) an asset

Please submit resume to: alitzencox@tlitzen.com

Must have vehicle, no bus route.