



## ACCOUNTING SPECIALIST

*Create. Explore. Influence. Shape.*

It is rare to find a role that will embrace your financial skillset while joining a team that is driven by innovation, design and evolution.

Our client is a leading manufacturer in the Vaughan/GTA area. This company leads their sector with cutting-edge technology, an employee-centered approach and an overall passion in exceeding their clients' expectations.

Their work has received awards from designers across the globe, creating chaos in the sector as they force a sea of change with competitors, clients, and leading brands.

This is an amazing opportunity for an accounting professional looking to build on their foundation and skillset while taking the next step in their career.

### THE ROLE OVERVIEW:

The **Accounting Specialist** will be assisting with general accounting responsibilities – such as monthly account reconciliation, online bank transactions, and filing documents. The incumbent will also be responsible for full-cycle accounts payable and accounts receivable (invoicing, reconciliation, collections, etc.) including:

- Perform and assist with general monthly account reconciliation.
- Manage and pay bills as required through online banking platform.
- Ensure full-cycle accounts payable is processed accurately and timely.
- Manage/maintain accounts payables processes and procedures.
- Post invoices and credit card transactions in a timely manner.
- Maintain records and work with vendors to resolve payment issues.
- Prepare and manage accurate invoicing for clients
- Reconcile, adjust and maintain balance sheet accounts for monthly Accounts Receivable and Accounts Payable.
- Weekly statements and follow up for collection of outstanding invoices.
- Participate in month-end closing process.

### THE SKILLSET:

- 2-3 years of accounting experience, preferably in a manufacturing environment.
- Bachelor's degree in Accounting, Business Administration or related field.
- Experience with ERP would be ideal; ability to quickly learn and grasp new software.
- CPA designation preferred.



- Proven experience in maintaining accounting records.
- Proven experience in detailed numerical computations and reports.
- A positive attitude toward teamwork and strong relational skills.
- Professionalism and ability to work independently.
- Strong attention to detail.
- Resourceful and a problem solver.
- Strong organizational skills, ability to establish & manage priorities with a drive to complete assigned tasks.
- Accurate typing, attention to detail a must. Proficiency in Excel and Word.

#### **THE SUCCESS FACTORS:**

- Effective communicator.
- Great attention to detail with high level of accuracy.
- Strong organizational skills.
- Strong problem-solving abilities.
- Able to meet deadlines.
- High level of attendance.
- Team-oriented.
- Positive attitude.
- Ability to quickly adapt to change.
- Organized.
- Excellent work ethic.
- Self-directed.

Please contact Lannie at [lannie@podgroup.ca](mailto:lannie@podgroup.ca) for further information – we welcome an exploratory discussion with all those that have an interest and present their resume. For additional information, please visit [www.podgroup.ca](http://www.podgroup.ca).