

Accounting Clerk

Local Construction Company requires an individual that can provide accounting support to accounting supervisors and management within the Company.

This is a full-time position which includes a benefit package

Primary responsibilities

- Perform accounting and clerical functions to support supervisors.
- Research, track, and resolve accounting issues.
- A/P, A/R data entry
- Dealing with customer account inquiry
- Customer Payment Processing
- Assist with account collections

The successful candidates will have:

- Knowledge of general accounting procedures, budgeting, forecasting, G/L reconciliation, and ad-hoc reporting;
- Computer proficiency with MS Word and Excel;
- Superior accuracy, math ability and analytical skills;
- Excellent interpersonal and communication skills.
- Experience with Maestro Accounting Software an asset
- Knowledge of the construction industry an asset
- Valid driver's license

If you are interested, please submit your resume by January 30th, 2014 at 4:00 PM to careers@tackaberryconstruction.com

Or in person at:
109 Washburn Road
Athens, Ontario

We wish to thank all who apply for this position, however, only those selected for an interview will be contacted