



## JOB DESCRIPTION

**Date:** December 4, 2018

**Job Title:** Accounting Clerk

**Direct Supervisor:** Financial Controller

**Place of Duty:** CGC Group Mississauga, Ontario

### **Role and Responsibilities:**

CGC Group is looking for a detail-oriented individual with accounting experience who will take full ownership of the payroll process, A/R & collection and provide support to controller at a medium size growing company. The successful candidate will require good judgement, confidentiality, and adherence to departmental and company policies and procedures.

The applicant should display a positive and proactive attitude, strong organizational skills and the ability to prioritize work. Must be a strong communicator using different methods of communication as candidate will frequently deal with customers, colleagues and management. This position has the opportunity to grow with the company.

### **Responsibilities include but are not limited to the following:**

#### **Payroll**

- Process bi-weekly hourly & semi-monthly salaried payroll and commissions
- Reconcile payroll submissions
- Maintain employee files including vacation, sick days and other information
- Record benefit costs & payroll in accounting software
- Provide and enter wage & vacation accruals
- Monthly WSIB premium calculation and payment
- Provide monthly headcount
- Set-up new employees
- Prepare ROE's

#### **Accounts Receivable**

- Conduct account research and analysis
- Prepare and maintain various reports in a timely fashion
- Identify and execute necessary process adjustments
- Send account statements to outstanding customers
- Reconcile A/R to the G/L
- Process customer payments
- Interact with customers to resolve outstanding payment issues
- Process customer credit applications, perform internal credit checks for both U.S. & CDN customers using our contracted Credit Bureau Company
- Maintain customer files



- Negotiate, process and maintain credit reporting for U.S. Insurance coverage with our provider

### **Accounting**

- Process commission reports for both Inside Sales department and Distributors
- Create and maintain files for Leases, Insurance and payments from rental tenants
- Prepare monthly HST returns
- Assist in year-end audit
- Complete ad-hoc assignments as defined by Financial Controller

### **Required Skills and Competencies**

- Understanding of GAAP and IFRS
- High degree of numerical competency
- Ability to create, read and analyze detailed numerical reports
- Excellent communications skills with customers
- Attention to detail with strong clerical and organizational skills
- Communicate clearly and effectively with all levels of an organization
- Must possess excellent knowledge of Microsoft Office, Accounting software preferably QuickBooks and ERP Systems

### **Required Education and Experience**

- Minimum 2 years payroll experience required
- 1 year accounting experience preferred
- Completion of post-secondary program required with a focus on business administration, finance or accounting
- Continuing education in an accounting program preferred
- Ceridian or comparable payroll system experience required