

## **Bilingual Accounting Clerk**

### **Company Overview:**

CanCrete Equipment Ltd. headquartered in Mississauga, is a leading supplier of parts and equipment for Central and Eastern Canada's concrete pumping market. We offer solutions to the concrete industry, be it through new equipment, used equipment, rentals, parts, service, or simply providing advice when needed.

### **Position Summary:**

CanCrete Equipment is looking for a contract Bilingual Accounting Clerk who will be responsible for all company receivables with some help in payables and other accounting functions for our Quebec market.

### **Contract Position:**

- Length 12-18 months with a possible extension

### **Responsibilities:**

- Accounts Receivable
  - Invoicing: ensuring accuracy and adhering to customer invoice requirements
  - Ensure that receivables are collected promptly (follow up with aged accounts)
- Accounts Payable
  - Process Invoices (ensuring accuracy)
  - Vendor/Purchaser follow up
  - Entering invoice to appropriate expense accounts
  - Pay Vendors according to company standard
- Maintain an orderly accounting filing system
- Answer and direct phone calls on a day-to-day basis
- Write and distribute emails, correspondence memos, letters, faxes, and forms
- Order and maintain office supplies
- Assist with customer payment and credit card transactions
- Maintaining a good relationship with customers and suppliers

### **The Ideal Candidate:**

- Post Secondary Education in Accounting or Finance
- Fluent in both English and French
- Professional accounting designation an asset
- 1-3 years of accounting experience
- Knowledge of accounting principles
- Strong accuracy and attention to detail
- Previous AP/AR experience

- ERP system experience would be an asset
- Very strong written and verbal communication skills
- An organized, strategic thinker with strong business acumen and the ability to prioritize tasks at hand
- Proficiency in using Microsoft Office Suite applications

**The Benefits:**

CanCrete Equipment Ltd. offers a competitive salary, a company sponsored pension matching program, a complete benefits package and great career advancement opportunities. The chosen candidate will have a seat at the decision-making table for a high growth company and ability to make a difference in the direction of CanCrete.

CanCrete values diversity and the contribution of all team members through regular performance reviews, career planning, lunches, BBQ's, annual bonuses, and gift cards.