

CanCrete Equipment Ltd. is currently seeking a Bilingual Accounting Assistant who will be responsible for company receivables, payables, and other accounting functions to work in our corporate head office in Mississauga.

### **Responsibilities:**

- **Accounts Receivable:**
  - Assisting with collections calls; conducting credit checks; preparing A/R statements; preparing bank deposits; setting up A/R accounts in system.
  - Matching of receipt of EFTs, Cheques and Credit Cards to our system daily
  - Sourcing missing documentation and providing to customers as required.
  - Receiving and researching disputes regarding customer invoices and forwarding to appropriate manager when necessary; following-up with customers for payment
  - Payment processing of credit cards
- **Accounts Payable:**
  - Process Invoices (ensuring accuracy)
  - Vendor/Purchaser follow up.
  - Entering invoices to appropriate expense accounts
  - Pay Vendors according to company terms.
- **General office duties:**
  - Maintain an orderly accounting filing system.
  - Write and distribute emails, correspondence memos, letters, faxes, and forms.
  - Assist with customer payment and credit card transactions.
  - Maintaining a good relationship with customers and suppliers

### **Requirements:**

- Post Secondary Education in Accounting or Finance
- Fluent in both English and French
- 1-3 years of accounting experience
- Working toward an accounting designation is an asset
- Knowledge of accounting principles
- Strong accuracy and attention to detail
- Previous AP/AR experience
- SAP system experience would be an asset.
- Strong written and verbal communication skills
- An organized, analytical thinker with strong business acumen and the ability to prioritize tasks at hand.
- Proficiency in using Microsoft Office Suite applications.