

PART-TIME ACCOUNTING CLERK

Job Title: Accounting Clerk

Position Summary:

Reporting to the Controller, the Accounting Clerk is responsible for the timely and accurate preparation and processing of vendor invoices, as well as the timely and accurate processing and payment of corporate credit cards and employee expense reports in accordance with company policies and procedures. The Accounting Clerk role may also assist with performing other accounting duties, such as monthly GST remittances, journal entries and account reconciliations.

Duties & Responsibilities:

- Processing accounts payable invoices, including vouching to purchase orders, coding invoices for payment and processing payments
- Review and reconcile monthly employee expense reports and corporate credit card receipts.
- Weekly reconciliation of bank statements
- Responsible for ensuring customer and vendor documentation is filed and organized accurately and in a timely fashion
- Monitor customer account details for non-payments, delayed payments, and follow up on outstanding invoices
- Track and update employees vacation schedules
- Ensure invoices are supported by required documentation and proper approvals
- Complete other duties as assigned

Experience and Qualifications Required:

- 2 plus years of related work experience
- Strong attention to detail and accuracy
- Must have good organizational and communication skills
- Working knowledge of NetSuite ERP or other ERPs is an asset
- Proficiency in Microsoft applications: Word, Excel, Outlook
- College/University graduate in Commerce/Business/Accounting
- Demonstrated proficiency in Excel
- Good organization and time management skills

If you are interested in this exciting new role and have relative experience, we are interested to see what you have to offer!

To apply please visit our website: www.purelogicit.com and go to our "Contact us" page. Click the link at the bottom of the page to obtain our application form, once completed please email with your resume to hr@purelogicit.com .