

Job Posting

Title: Accounting Assistant

Company: CaraCo Corporate

Location: Kingston, ON

Status: Full Time

Purpose

Complete full cycle accounts payable, excluding cheque writing for CaraCo Group of Companies, Canadian Operations.

Key Responsibilities

Process invoices

- Match invoices to purchase orders
- Obtain Directors signature when required as a condition of processing
- Code all invoices
- Process invoices daily
- Review all invoices for correct pricing; where pricing is incorrect, contact the vendor to resolve the issue
- Prepare all 15th and 30th payments for the Accountant
- Copy all invoices that pertain to common-area expenses on a monthly basis
- Under the direction of our Health and Safety Representative, compile Health and Safety packages and provide to all sub-trades and suppliers; scan and file the completed package
- Prepare letters to sub-trades and suppliers to confirm updates or requests
- Provide administrative support for the department, including filing, photocopying and mailing cheques

Other

- Verify receipt of material or services
- Check accuracy of employee reimbursement expenses before processing
- Coordinate with vendors regarding invoicing and payment inquiries and discrepancies
- Respond to vendors enquiries in a timely and professional manner
- Process employee expenses and ensure correct general ledger coding
- Maintain accurate and up to date filing system
- Verify three-way match among purchase order, packing slip and invoice
- Review monthly supplier accounts payable reconciliation prior to preparing cheques (non-subcontractor)
- Ensure all supplier invoices have appropriate approval and contract payment terms
- Assist with accounting requirements including reconciling supplier statements
- Calculate and verify GST and HST taxes on purchasers' upgrades

Reports

- For common-area expenses, prepare reports and corresponding documents for the commercial Property Manager
- Utilities Report
- Other reports as requested

Skills & Qualifications

- Proficient with MS Windows, Word, Excel
- Experience with Yardi Voyager is considered an asset
- Knowledge of industry's account principals and procedures
- Administration skills.

Behavioral Competencies

- Financial responsibility
- Attention to detail
- Client services oriented
- Team player

Education & Experience

- High School Diploma
- College Diploma with a specialization in finance, accounting, or business
- Minimum two years' relevant work experience

Working Conditions

- Primarily in an office environment
- This position involves the risk of prolonged sitting and repetitive strain injuries

If you are interested in this opportunity, please forward your resume to employment@caraco.ca

CaraCo would like to thank all applicants, however only those who qualify for an interview will be contacted.
CaraCo is an equal opportunity employer.

CaraCo welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidate taking part in all aspects of the selection process.