

Accounting Clerk Mega Group Inc. – Saskatoon office

Mega Group Inc. is Canada's largest retail buying and support group of independent furniture, appliance and consumer electronics retailers. We are dedicated to providing programs that stimulate growth and promote success. Our vision is to be the essential supplier of retail services ensuring the continued success of the Independent Home Goods retail channel in Canada. As a Platinum Member of Canada's Best Managed Companies, we serve over 600 retail members across the country with offices located in Saskatoon and Boucherville.

We are proud to provide an employee-friendly work environment, where work-life balance is a priority. We value the talents and abilities of our employees and strive for an open, flexible, cooperative, and dynamic work environment.

We are seeking an Accounting Clerk in our Saskatoon office. Reporting to the Accounting Manager, the incumbent's primary responsibilities will be:

- Process member/vendor payments on a timely and accurate basis
- Code and enter billings/ invoices into the system
- Collaborate with colleagues to improve core processes
- Act as a point of contact to resolve Member/Vendor account queries
- General accounting tasks
- Assist with other functions as required

Qualifications

- Minimum Three (3) years of accounts payable and/or accounts receivable experience
- General Accounting experience would be considered an asset
- Accounting diploma or Post-secondary accounting education is considered an asset
- Ability to handle customer correspondence / inquiries in a professional manner
- Highly organized, capable of managing priorities in a fast-paced environment
- Innovative and results-oriented team player with a proven ability to take initiative and work independently
- Aptitude for accuracy, analysis and problem solving with strong attention to detail
- Computer skills including proficiency in Excel and Word
- Bilingualism (English/French) would be considered an asset

Please apply in confidence no later than September 25, 2020 to hr@megagroup.ca

Please note that only those candidates selected for an interview will be contacted.