

Accounting Associate

Company Overview:

The Look Company specializes in providing visual engagement solutions for sport, retail and commercial customers globally.

Company Website: <https://thelookcompany.com/>

Position Overview: Permanent, full-time Mon-Fri

- Accounts Receivable, Accounts Payable, Data Entry and Clerical Duties

Hours of Work: Day shift 8:30am-5pm

Responsibilities:

Accounts Receivable

- Creation of sales invoices
- Follow up on outstanding accounts receivable
- Payments receipt forecasting
- Making outbound collection calls in a professional manner while keeping and improving customer relations.
- Collect customer payments in accordance with payment due dates.

Accounts Payable

- Vendors' invoices entering, posting and filing
- Reviewing employee expense reports and allocation to accurate GL of each expense
- Credit card reconciliations
- Answering and handling incoming vendor phone call inquiries

Clerical Duties

- Mail distribution
- Prepare cheques for mailing

Education and Experience:

- The ideal candidate for this position will have a minimum of 1-2 years of accounting
- Experience with corporate collections experience including interaction with a large customer base
- Knowledge of full cycle accounting and ability to multitask and manage multiple concurrent deadlines
- Ability to work at a fast pace efficiently

- Experience with the accounting software – specifically Seradex is considered an asset
- Strong communication, problem solving and analytical skills required
- Ability to work independently and to adapt to a fast-changing environment
- Proficiency in Microsoft Office including Excel, Word and Access
- Must have attention to detail with an eye for accuracy
- Creative, self-disciplined and capable of identifying and completing critical tasks independently and with a sense of urgency

Benefits:

- Company paid extended health care after (3) months
- Company paid dental benefits after three (3) months
- Life insurance
- Wellness program
- Company events
- Social committee
- Casual dress
- On-site parking
- Public transportation
- PPE supplied
- Yearly company paid steel toes after three (3) months

We believe a diverse workforce makes a difference. We are an Equal Opportunity Employer. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted

If you are interested to learn more or in applying for this position, please apply through our website at: <https://experience.thelookcompany.com/careers>