

Accounting Clerk – E-Accounting Services 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, Toronto and Montreal.

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 E-Accounting Department, Saskatoon office. Reporting to the Division Accountant, E-Accounting Services, the incumbent's primary responsibilities will be:

- Accounts payable duties including invoice entry, matching vendor invoices to purchase orders, and supplier reconciliations
- Process and balance daily bank deposits
- Process pre-authorized withdrawals for clients on a weekly basis
- Payroll entries including source deduction remittances
- General journal analysis and account reconciliation
- Act as a point of contact to resolve client/vendor account queries
- Assist with other functions as required

Qualifications

- At least 3 years of general accounting experience in a small business environment
- Accounting diploma or Post-secondary accounting education is considered an asset
- Solid working knowledge of GAAP and relevant tax and regulatory requirements
- Demonstrate a high level of customer service
- Exceptional communication skills
- Highly organized, capable of managing priorities in a fast-paced environment
- 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
- Ability to handle customer correspondence / inquiries in a professional manner
- Bilingualism (English/French) would be considered an asset

Please apply in confidence no later than January 18, 2019 to hr@megagroup.ca

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