



Accounts Payable Clerk, Expert Accounting Mega Group Inc. – Saskatoon office

Ready to be a part of something bigger? As one of Canada's Best Managed Companies, Mega Group values the talents and abilities of our employees and seeks to foster an open, cooperative, and flexible environment where employees can thrive. As a proudly Canadian company, we're always looking for enthusiastic, and passionate team members who reflect the communities we serve. Join our team today and take pride in helping our neighbours turn their businesses into success.

Make an impact with our Expert Accounting team as an **Accounts Payable Clerk** in our **Saskatoon** office.

Expert Accounting is Mega's outsourced full cycle accounting solution, providing Mega members with a complete, timely and accurate monthly financial reporting package.

What you will do:

- Record invoices, purchase order matching, verification, and classifying data in accordance with GAAP.
- Record payments and vendor remittances.
- Review accounts payable ledger to ensure bills and payments are accounted for and allocated properly.
- Reconcile supplier account balances to vendor statements and investigate any discrepancies.
- Liaise with clients, in retrieving and verifying information.

What you bring:

- Accounting diploma or post-secondary accounting education; accounts payable experience.
- Solid working knowledge of GAAP, as well as Canadian tax and regulatory requirements.
- Proficiency in Office 365, particularly Excel and Word.
- Experience using a variety of accounting software programs.
- Bilingualism (English/French) is considered an asset.
- Exceptional customer service skills.
- Maintains accuracy, through analysis and strong attention to detail.
- Manages priorities effectively, by keeping organized and flexible to conflicting deadlines.
- Results-oriented team player, who takes initiative to complete tasks effectively and efficiently.

What we offer:

- Hybrid work options
- Health and Dental coverage PLUS Health Care Spending Account
- Group RRSP Plan
- Employee Assistance Program
- Social and charity committees
- Training and development opportunities

Who we are:

Making independent retailers stronger is not just a tagline, it is our entire reason for being. For more than 55 years, Mega Group has provided a competitive edge to like-minded Canadian independent home goods retailers by providing programs and services that save them time and money. Entirely member-owned, we provide expertise and scale in Retail financial support, Digital business, and Business Fundamentals that our members cannot easily access on their own.

Want to learn more? Check out our [website](#) and follow us on [Facebook](#).

Our goal is to support local businesses. We believe the best way to do that is by building a team with various backgrounds, cultures, and perspectives to help make our vision a reality. Diversity and inclusion fuel our innovative

solutions and unite us with our members and the communities we serve. We have a nationwide, multicultural, and diverse member base - we want to reflect that inside our walls.

Please apply in confidence to hr@megagroup.ca

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