

Accounts Payable Clerk, Expert Accounting (Temporary) Mega Group Inc. – Saskatoon or Remote 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 (Temporary)** in our **Saskatoon office** or a **Remote office**.

What you will do:

- Invoice entry, matching vendor invoices to purchase orders, and supplier account reconciliations.
- Process withdrawals and vendor remittances for clients.
- Process and balance daily bank deposits.
- Maintain customer (internal and external) confidence and protects operations by keeping information confidential.
- Contribute to creating and maintaining process documentation for all clients.
- Assist with other functions as required.

What you offer:

- Minimum 2 years' full cycle accounting experience.
- Accounting diploma or post-secondary accounting education.
- Solid working knowledge of GAAP and relevant tax and regulatory requirements.
- Proficiency in Office 365, particularly Excel and Word.
- Experience using a variety of accounting software programs and ability to learn new programs quickly.
- Bilingualism (English/French) is considered an asset.
- High level of customer service skills.
- Professionalism in preparing and responding to customer correspondence.
- Exceedingly well organized, flexible, and capable of managing priorities in a fast-paced environment.
- Result-oriented team player with a proven ability to take initiative and work independently.
- Aptitude for accuracy and analysis with strong attention to detail.

What we offer:

- Health and Dental coverage
- Health Care Spending Account
- Lifestyle Account
- Gainshare
- RRSP Plan
- Employee Assistance Program
- Social and charity committees
- Remote & hybrid work possibilities
- Healthy work-life balance
- Positive company culture
- Training and development opportunities
- The personal fulfillment of supporting local businesses



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.*