

RIDGEWOOD™

Ridgewood Industries Inc. division of Ameriwood Industries is part of a group of companies under Dorel Industries Inc., who specializes in domestically manufactured and imported RTA furniture sold through the brick & mortar sales channel throughout the United States and Canada. For our Cornwall facility, we are searching for a:

ACCOUNTING CLERK (Summer Student)

Under the supervision of the Plant Controller, the Accounting Clerk (Summer Student) will assist to perform tasks such as running daily / weekly reports, administering cash related functions, handling payroll related duties, assist in the creation and maintenance of standard cost and account analysis.

POSITION DETAILS

- Prepare, analyze, and publish daily dashboard and weekly consolidated production reports for both plants.
- Prepare payroll entries, payroll accruals, monthly consolidated headcount report and prepare any payroll related reporting.
- Prepare monthly journal entries, monthly account analysis of specific accounts and payroll accrual.
- Other ad hoc duties and responsibilities.

EDUCATION & EXPERIENCE

- Actively pursuing a University or College diploma in Business, Accounting for Finance University degree with an accounting/business emphasis.
- A complete or comprehensive understanding of accounting practices and procedures.
- Proven analytical skills.
- Proficient with Microsoft Office applications, specifically: MS Excel, Word and Outlook.
- Excellent communication skills.
- Must demonstrate high initiative and efficiency with high attention to detail.

Ridgewood Industries is an equal opportunity employer. Should you require accommodation during the interview process please advise so proper arrangements can be made.

Bring your resume at the plant and we will build our future together, one piece of furniture at a time.

Ridgewood Industries

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By fax: 613 937-3446

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Apply online:



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