

Are you a Bookkeeping Professional looking for job stability and professional challenge? Do you want to work for an organization that is proven in the Cornwall area and well established? Do you want to work for a team that communicates well, and allows for both an autonomous and collaborative environment? Do you thrive in a role where there is a variety and lots of work? If so, then this position is for you! The Weaving Baskets Group has an exciting opportunity to be a member of the accounting team as an Accounts Data entry Clerk/Bookkeeper. Reporting to the Controller you will work closely with the senior accounting team members in providing financial support for the accounts receivable and other segments of the business.

This is an excellent opportunity for someone to come on board and gain the practical experience and skills to start charting their career path in the private sector.

What the position will mostly entail?

- Manage and maintain customer accounts
- Analyse the various customer accounts to report past due invoices
- Accurately bill clients for goods or services
- Data entry of invoices into the ERP System
- Work with other departments to verify and record transactions and resolve account discrepancies
- Other data entry as may be needed

We are looking for a Bookkeeping Professional with a minimum of 1+ years of Bookkeeping experience. You will be able to demonstrate an ability to work with multiple personalities and with minimal supervision. The ideal candidate will have strong computer skills in QuickBooks, MS office, and Excel. You will be able to navigate through extremely confidential information and be respectful of the need for discretion. You will be looking for an opportunity to learn and develop and proper training will be given. The ideal candidate will be accustomed to a busy environment and value job stability.

What will make you stand out?

- Understanding of the full accounting Cycle (specifically, Revenue recognition and Receivables function)
- Good analytical, research and problem-solving skills
- Strong communication and people skills
- Ability to meet deadlines in a rapidly changing business environment
- Ability to work independently with minimal supervision

What we offer:

- Competitive wages
- 2 weeks' vacation
- Fully company paid benefits
- Flexible work options

Company Overview:

Weaving Baskets Group adds a comprehensive approach to commercial real estate by providing in depth services for property management, real estate and financial services, across Cornwall, Ontario and surrounding areas. WBG also owns and manages several operating companies within the Cornwall and Surrounding area. WBG is a rapidly growing organization, with opportunities in the accounting team to grow your career with us.

Please provide your cover letter and resume to the attention of Dale Allen @  
daleallen@weavingbaskets.ca