



## JOB POSTING ACCOUNTING ASSISTANT

DEV Centre is looking for a competent, dedicated and reliable individual to join our Accounting department in the position of Accounting Assistant. The position is located at 1950 Montreal Road, Cornwall, Ontario. This is a non-unionized, full-time, permanent position.

### **RESPONSIBILITIES INCLUDE:**

- Provide sound credit management through the appropriate obtaining, review and verification of credit applications, reviewing, preparing and obtaining deposits as required
- Ensure the accurate and timely billing of all accounts once transferred to accounts receivable
- Undertake a proactive approach to collections through timely billing practices and diligent follow up of delinquent accounts, including researching billing enquiries and solving billing problems as required and the documenting problem accounts, maintaining a log of all collection activity
- Perform DRR (Daily Revenue Report) and distribute to the management and head office
- Assist the Controller with the preparation of monthly and annual financial statements, including preparing and posting of Journal entries
- Support the Controller to ensure internal controls are effective
- Perform Accounts Payable duties as required
- Perform additional assignments determined by the Controller
- Support the Payroll process using ADP software

### **QUALIFICATIONS AND EXPERIENCE:**

- Post-secondary certificate or diploma in an accounting program
- Account Receivable experience
- Knowledge of basic accounting principles and practices is required
- Good communication skills and attention to detail are essential
- Experience and knowledge of payroll and ADP is an asset
- Ability to demonstrate strong computer skills in Excel, Word and accounting software
- Bilingualism an asset

### **WHAT WE OFFER**

- Salary range \$50,000 to \$55,000
- Group Insurance benefits
- RRSP with employer match
- Employee meal benefit
- Use of the facility gym

If you believe you are the right candidate for this position, and want to join a dynamic team and workplace, we invite you to submit your application, quoting the position title in the subject line:

[hr@devhotel.com](mailto:hr@devhotel.com)

We thank all applicants for their interest, however, only those selected for interviews will be contacted.

DEV Centre is committed to supporting Equity, Diversity, and Inclusion and we encourage qualified candidates of all backgrounds to apply. We are also dedicated meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA). Applicants must to make their accommodation needs known in advance. 2023-12-20