



Vertec Communications Inc. is looking for a highly-motivated and detail-oriented Junior Accountant to join our team, working closely with all levels of the organization. This position is designed to be a combination of accounts payable, general accounting tasks, and administration. This is a great opportunity for a proactive, eager individual looking to grow with the organization and adapt to an evolving position where responsibilities may shift over time.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform full cycle of Accounts Payable functions; review and process vendor invoices with appropriate approvals, cutting cheques, cost coding, etc.
- Prepare credit applications, set up and maintain vendor accounts, create purchase orders for subcontractors, and handle vendor inquiries.
- Manage corporate credit card accounts, enter credit card transactions, post payments, and perform credit card statements reconciliation.
- Responsible for period end journal entries, accruals, account reconciliations and analysis for Accounts Payable, Other Payable, Visa Payable, and Prepaid.
- Process bi-weekly payroll for field staff; enter timesheets, troubleshoot payroll errors, process and verify employee expenses, communicate discrepancies with managers and staff, etc.
- Review company cell phone plans, gas cards, and bridges tolls transactions to identify any unusual transactions and process chargeback to employees if needed.
- Negotiate with vendors for better terms such as company cell phone plans, telephone and internet plans, and copier/printer contracts, etc.
- Support Accounts Receivable management by creating quotes and processing sales invoices to customers.
- Maintains files, including filing of general ledger journal vouchers, accounts receivable and accounts payable documentations, and other miscellaneous filings.
- Assist with the preparation and filing of documents for health and safety compliance as required by customers.
- Provide administrative support to senior management team and perform other general office duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/ or experience:

- Post-secondary certificate or diploma/degree in Accounting or Business (with a focus in Accounting)
- Detailed understanding of accounting procedures and practices and the ability to perform calculations quickly and precisely



- Minimum 3-5 years' experience in an similar role in a small to medium sized company
- Experience with Accounting software, preferably Dynamics
- Intermediate proficiency in Microsoft Excel

Core Competencies:

- Proficient in Excel, Word, and Outlook Applications
- Excellent verbal and written communication skills
- Able to produce accurate work and handle multiple tasks
- Strong organizational skills and very detail oriented
- Excellent interpersonal skills and customer service skills
- Ability to perform successfully with minimal supervision
- Professional and maintains confidentiality at all times

If you are interested in being considered for this career opportunity, please submit your **cover letter, and resume** in either Word or pdf format with the subject header **Junior Accountant** to Accounting@verteccommunications.com. We would like to take this opportunity to thank all candidates in advance for their interest but only candidates who meet our requirements will be contacted.