

| Accounting Clerk

Job Description

Precision Specialized Inc., part of **The GTI Group**, is looking for an Accounting clerk to join the team located in Burford, Ontario.

Reporting to the Operations Manager, the Accounting Clerk will be responsible for all clerical tasks related to the efficient processing and maintenance of accounts receivable/payable transactions.

RESPONSIBILITIES:

Collect drivers' envelopes

Reconcile envelopes:

- Run sheets
- Reimbursements & advances
- Receipts
- POD's & load paperwork

Payroll:

- Escorts, Drivers, Owner Op's (separate pay scales)
- All paperwork must be scanned and sent into GTI payroll for processing once complete
- Signatures are required on all receipts over \$25 or any pay rate not verified on pay sheet
- Done twice per month
- Hard copies need to be filed and copy of OO's goes to the Operations Manager
- EFS Payments
- Responsible to pay certain customers via EFS – also drivers will call on road after service if EFS is requested
- Copy of money code & invoice needs to be sent to GTI

Invoicing

- Need to take POD's and match them to load paperwork in Operations
- 3 types of loads: legal, oversize, super
- All relative documents need to be scanned and then indexed into TransPlus in appropriate category
- Order needs to be verified (rate, customer, currency, accessorial charges, PO#...)
- Once complete, AUDIT button needs to be clicked and GTI AR department will batch and send invoices per customer request

- Hard copy needs to be filed

Payable:

- Assist with administrative duties, including data entry and filing
- Prepare and enter journal entries.
- Ensure credits & debits are posted to vendor's accounts promptly & accurately
- Reconcile vendor statements
- Prepare reports
- Special projects and other duties as assigned by the Manager.

Receivable:

- Supporting the collection efforts/calls for accounts receivable portfolio.
- Identifying delinquent accounts and facilitating the resolution of client disputes.
- Supporting cash application in recording payments.
- Preparation of reports and any other ad hoc duties.

REQUIREMENTS:

- Equivalent of 5 years' experience in Accounts Payable (high volume), business to business environment.
- Equivalent of 5 years' experience in Accounts Receivable (high volume), business to business environment.
- Must have experience working in the transportation industry.
- DEP or DEC in an Accounting discipline.
- Strong Excel and accounting software proficiency; experience with ACCPAC considered an asset.
- Experience working on Transplus/Fleet is an asset.
- Ability to work independently, with attention to details.
- Strong ability to handle multiple priorities and innovative in looking to improve efficiencies.
- Strong communication skills and ability to deal with customers in a friendly, courteous and timely manner.

BENEFITS

- After 90 days
- Competitive base salary

Interested? Email your resume at john.moore@precisionspecialized.com or brad.bebbington@precisionspecialized.com