

General Contractor - Retail Renovations/Construction looking for Accounting Clerk...

Experience in Construction Environment an asset.

AVANTAGE accounting software an asset.

- Accounts payables
 - Verify accounts payable e-mails and print all invoices received
 - Match POs for A/P entry
 - Prepare A/P payments via credit card, making calls for payments
 - Do filing and maintain list of files up to date
- Payroll
 - Enter & print timesheets and expense reports
 - KM reports for company Vehicles
- Monthly reports
 - Visa, Purolator, Rona, Petro-Canada and Petty cash - Reports
- Legal
 - Prepare CSST/CCQ letter (DAMA) for projects
 - Follow-up of all necessary documents, contacting all sub-contractor for end job documents (CCQ, CSST, WSIB WCB, Certificate of insurance, Waiver of lien, Statutory Declaration, Quittances etc...)

Any other accounting tasks as required

Required education:

- DEP - AEC - DEC or equivalent

Required experience:

- Construction Accounting: 2 years

Required language:

- Bilingual