

MTY Group is a dynamic and rapidly expanding company. With over 50 banners and 5000 units under management, we are seeking a highly-driven and motivated accounting clerks to handle the day-to-day accounting functions related to account receivable, same-store-sales reporting and other miscellaneous accounting duties. With the expansion and growth of the company, we are looking to hire an accounting clerks for various accounting tasks. The tasks are listed below.

### **Role and responsibilities**

- Accounts receivable collection and follow up
- Accounts receivable data entry and invoicing
- Monthly same-store and system-sales reporting
- Filing
- Administrative support on special on-demand projects
- Reports to controller

### **Requirements**

- Strong verbal and written skills (English and French)
- Cegep diploma – preferably in commerce
- Excellent computer skills using Microsoft Office products: Word & Excel – advanced excel skills required for manipulation of same-store sales reporting
- Well-developed interpersonal, analytical and problem solving skills
- Ideal candidate must be detail oriented and have great communication skills
- Ability to learn new software systems and manipulate data for insights
- Knowledge of ACCPAC accounting software an asset
- Experience working in a fast paced environment with the ability to adjust quickly to change
- 3 to 5 yrs experience in a similar role

Job Type: Full-time