

# Accounting Assistant

## Job description

Data Entry

Backup Telephone Duties

Familiarity with office management procedures and basic accounting principles

Excellent organizational and communication skills with attention to detail

Minimum of 2 years of full-cycle accounting / bookkeeping experience.

Must be experienced, trained and knowledgeable in Quickbooks & Microsoft Office

Accounts Payable (staying on top of accounts and paying bills on time)

Accounts Receivables (invoicing clients, following up on late payments, & processing payments)

Inventory and job costing entry – assist with inventory counts

Reconciliation of accounts

Punctual and professional

Able to work independently and with a team

Job Type: Full-time – Monday to Friday 8:30 to 4:30

Benefits:

- Dental care
- Extended health care
- On-site parking
- Paid time off
- RRSP match

Apply Now at:

Email

Attention: **Evelyne Broere** Controller

[ebroere@trimay.ca](mailto:ebroere@trimay.ca)

Mail or drop off at reception:

**Trimay Wear Plate LTD**  
4805 – 82 Ave. NW,  
Edmonton, AB, Canada  
T6B 0E5