



Accounting Clerk

Are you starting a career in accounting? Are you interested in becoming part of the Taligent solution? We are currently seeking entry level Accounting Clerks to work from our Richmond Hill office.

As an Accounting Clerk in our dynamic environment you will be an integral part of our client specific team approach. The Accounting Clerk is primarily responsible for performing data entry of accounts payable and accounts receivable for several different client accounts.

Primary Duties

Duties will include some or all of the following:

- Performing data entry and related duties in disbursing accounts payable to individuals, suppliers, corporations and other entities;
- Ensuring timely and accurate processing of payment documents such as purchase orders, travel disbursements, credit card reconciliations, expenses and any other accounting transactions related to accounts payable functions;
- Reviewing, processing, verifying and recording of cash receipts and other accounts receivable transactions;
- Processing journal entries; and
- Assisting with various accounting duties as required.

Required Skills/Qualifications

- Post Secondary Education in Accounting, Finance or Business Administration
- Strong computer skills
- Experience using Excel and accounting software
- Detail oriented and able to perform in a fast paced environment
- Quick learner
- Strong organizational skills
- Excellent communicator

If you are looking for a rewarding and challenging opportunity, and you have the attitude, skills and knowledge to handle multiple clients in an effective and efficient manner, now is the time to apply in confidence to inquiry@taligentgroup.com.