

BOOKKEEPER

THE JOB

Reporting to the Accounting Manager, the Bookkeeper will be responsible for contributing to the growth and success of Weston Forest while supporting both internal and external clients through accurate processing of Accounts Payable & Receivable transactions, filing both physical and electronic documents, inputting and maintaining financial data records and other duties as required.

This position is fully on-site and will be based out of two different work locations – one in Mississauga and the other in Bolton, ON. The successful candidate must have access to reliable transportation in order to effectively split their time between both work sites on an ongoing, weekly basis.

HOURS OF WORK: 8:00AM – 5:00PM

DUTIES & RESPONSIBILITIES

- Matching Purchase Invoices with Purchase Orders & Receiving – 3-way matching process
- Entering Sales and Purchase Invoices into proper accounts within Great Plains
- Preparing Accounts Payable cheques for processing
- Processing online bill payments
- Managing process for monthly business credit card expenses
- Creating sales orders in Great Plains
- Processing sales invoices
- Processing Accounts Receivable
- Filing HST Tax returns
- Answering phone calls and supporting with reception duties as needed
- Maintaining offsite inventory records and reconciling on a monthly basis
- Updating inventory files to ensure all is current and up-to-date
- Processing employee time sheets for full-time and temporary employees
- Updating and maintaining freight booking files on a daily basis to keep up-to-date
- Communicating with internal and external clients to identify and resolve issues when they arise
- Filing both physical and electronic documents
- Data entry
- Willingness and ability to travel to/from two different work sites (Mississauga & Bolton) on a regular basis in order to perform the required duties of this role
- Other duties as required



KNOWLEDGE & SKILLS REQUIRED

- Bookkeeping Certification or Accounting Diploma
- 4-5 years of experience in Bookkeeping, Accounting or related role
- Experience with data entry
- Strong communication skills and ability to collaborate with cross-functional teams
- Ability to multi-task with a strong attention to detail
- Ability to manage multiple projects and priorities in a fast-paced environment with strict deadlines
- Detail-oriented with strong analytical and problem-solving skills
- Proficient with computers including Microsoft Office products (Outlook, Word, Excel, etc.)
- Ability to learn quickly and work both as a team and independently with limited supervision
- Please be advised that this role will be split between two different work-sites; one in Mississauga and the other in Bolton, ON. The successful candidate must have access to a vehicle / reliable transportation in order to travel between both sites on an regular basis

THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: "*YOU'LL LOVE DOING BUSINESS WITH US*".

Our Core Values:

- Entrepreneurial organization committed to continuous improvement
- We do what we say
- Inspiring personal and professional growth
- Your success is our success
- More than just a place to work
- Results matter, but people matter more

Weston Forest is committed to an inclusive, barrier-free recruitment process and work environment. Please advise Human Resources of any accommodations that are required. Any information regarding accommodation will be treated as confidential.

