



REIC is Hiring an Accounting & Purchasing Assistant

Summary of Position

The accounting and purchasing assistant is an entry level position assisting with the day to day accounting and purchasing functions.

Major Responsibilities:

- Process incoming cheques and maintain cheque tracking sheet and reconciliation of cheque/credit card and direct payments
- Responsible for accounts payable, including recording and payment processing as well as printing, coding and validating invoice/expense reports
- Verify the accuracy of invoices, cheque requests and expense reports submitted to the Accounting department
- Communicate with suppliers and employees to address invoice/expense issues
- Maintain vendor accounts in an up to date and accurate manner
- Ensure office supply orders are placed in a timely manner, within budget controls
- Source and recommend products/services to ensure cost efficiencies and assist with RFP/RFQ process as needed
- Photocopying, filing, organizing and maintaining accounting/contract records
- Coordinate with departments for mid-year and year-end inventory physical counting and update inventory spreadsheet
- Assist with preparing year-end audit working papers
- Back up phone / reception as needed

Qualification:

- Community College Diploma or Related Experience
- Knowledge & Experience with Microsoft applications & Internet i.e. Outlook / Excel / Word
- Experience working with accounting software; Quickbooks is preferred.
- Excellent organization, accuracy, attention to detail and time management
- Ability to work independently and as part of a team.
- Effective communication skills in the use of email, telephone and interpersonal interactions.
- One to two years relevant experience in accounts payable or an equivalent combination of education and/or experience.

Other Important Details:

- REIC is a non for-profit organization that believes in the importance of professional development
- This position is a full-time, permanent, entry level position.
- Benefits such as medical, dental, short/long term disability, wellness benefit, professional development opportunities are will be made available after 3 months.
- Onsite gym, ample free parking

Please send resume and a cover letter stating salary expectations to Li Liu, Manager of Accounting to hr@reic.com

This posting closes on April 27th with a target start date of May 14th