

Career Posting

Great Opportunity to Learn and Advance!

Account Payable / Receivable Clerk

- Basic accounting knowledge.
- Excellent data entry.
- Spreadsheet skills.
- Able to process a high volume of invoices.
- Reconcile vendor inquiries.
- Process/issue cheques.
- Complete accounts payable / receivable month end closing
- Demonstrate initiative.
- Thrive in a team environment.

To succeed, you need to possess the following skills:

- Intermediate computer skills
- Exceptional oral and written communication
- Ability to multi-task
- Deadline/goal oriented
- Analytical
- Attention to detail and accuracy

Please submit your resume to HR@emeraldmanagement.com to apply for this position.

We thank all applicants for submitting resumes; only those chosen to interview will be contacted.