



Position: Accounting Office Support Clerk	Reports to: Accounting Manager	
Department: Finance	Location: 302 Dwight Ave. Toronto	Posting Number: FA 02-17

At Gambles, product is everything. We offer the widest assortment of top quality fruits and vegetables for the wholesale, foodservice and for retail operators. Our goal is to be the supplier of choice for all of our Customer's needs.

Working at our distribution centre, located at 302 Dwight Ave, the Support Clerk will:

- Provide support to Finance Office Staff and assist with day-to-day tasks.
- Ensure efficiencies and effectiveness of the day to day accounting functions.
- To process purchase orders and vendor invoices on a timely basis and in accordance with Company policy and procedures.
- Completes payments and controls expenses by receiving, processing, verifying and reconciling invoices.

Your regular work schedule will be Monday – Friday 40 hours per week.

Description

Key Accountabilities

- Review and verify invoices and cheque requests
- Sort, code and match invoices
- Enter invoices into ERP system
- Track expenses and process expense reports
- Reconcile accounts payable transactions
- Research and resolve invoice discrepancies and issues
- Correspond with vendors and respond to inquiries
- Provide supporting documentation for audits
- Communicate with internal & external customers/vendors via phone, email, mail or personally
- Maintain files and records so they remain updated and easily accessible
- Sorting, matching and scanning internal documents
- Sorting and distributing incoming mail and prepare outgoing mail
- Perform other duties as required



Minimum Requirements

Qualifications

- Minimum of high school education, some university or college would be considered an asset.
- Minimum 3-5 years of experience in Accounts Payable, or general accounting experience.
- Strong systems background.
- Proficiency with Microsoft Office applications, particularly Excel.
- Previous experience in Wholesale Food Industry distribution or logistics would be considered an asset.

Competencies

- Strong interpersonal skills for interacting with external & internal vendors and customers
- Ability to manage competing priorities and meet deadlines.
- Exceptional English verbal and written communication skills.
- Ability to type fast and free from error.
- Detail-oriented, well organized.
- Ability to readily adapt in a changing environment.
- Professional and able to handle confidential material.
- Ability to work in a team environment as well individually
- Self -motivated

INTERNAL APPLICANTS: Please submit your completed resume to your supervisor or directly to People Resources.

EXTERNAL APPLICANTS: Please send resumes to: jobs@goproduce.com and quote the posting number in the subject line.

We thank all those who apply for their interest but only those selected for an interview will be contacted.

Please note that Gambles Ontario Produce Inc., is an equal opportunity employer located in a heritage building with our main office at 165 The Queensway, Suite 240. During the recruitment process, if you require any accommodation please advise your contact information and they will make the required arrangements.