

# Bilingual Accounting Administrator

<b>Reference No.:</b>	1D123
<b>Language:</b>	Advanced English, Advanced French
<b>Location:</b>	Markham-Ontario
<b>Public Transit:</b>	Yes
<b>Salary:</b>	55K - 60K
<b>Benefits:</b>	Included
<b>Account Manager:</b>	Marijke Kanter
<b>Email:</b>	resumes@nevian.com
<b>Job Type:</b>	Permanent / Full-time

## Description

New opportunity for a fully Bilingual (French/ English) Accounting Administrator! In this role you will be responsible for completing a variety of accounting tasks to support the accounting department. Full time, permanent role. This is an In Office role - location is Markham, On. Hours: Monday - Friday (9.00 am - 5.00 pm). Salary 55K - 60K, full benefits, 3 weeks vacation + 5 PPT days.

## Responsibilities

As a Bilingual Accounting Administrator, you will be responsible for completing a variety of accounting tasks to support the accounting department. You will have the ability to manage multiple tasks while maintaining attention to detail, accuracy and meeting tight deadlines. Duties and responsibilities include:

- Perform daily account payable tasks including matching invoices to electronic work orders
- Coding, printing, and posting vendor invoices into the Accounting System and filing.
- Sort and prioritize invoices to avoid late fees for a high volume of utility invoices
- Prepare cheques and EFT payments for signature and approval and distributing accordingly
- Responding to vendor inquiries, reconciling vendor statements, researching, and correcting discrepancies
- Set up new buildings on the Accounting System
- Assisting with accounts receivable tasks such as customer invoicing, tenant inquiries and filing
- Data entry
- Other general office and administrative support as assigned

## Qualifications

- Post-Secondary education, preferably in Accounting/Finance
- Minimum of 2 year experience in an accounting environment
- Strong communication skills both verbal and written in both English and French
- Flexibility, ability to multi-task and a positive attitude
- An intermediate knowledge of computer applications preferably MS Office suite
- Ability to work with Excel reports
- Strong command of the French language and the ability to write well in French
- Yardi is an asset