

## **Temporary Accounting Clerk Mega Group Inc. – Saskatoon office**

Mega Group Inc. is Canada's largest retail buying and support group of independent furniture, appliance and consumer electronics retailers. We are dedicated to providing programs that stimulate growth and promote success. Our vision is to be the essential supplier of retail services ensuring the continued success of the Independent Home Goods retail channel in Canada. As a Platinum Member of Canada's Best Managed Companies, we serve over 700 retail members across the country with offices located in Saskatoon and Boucherville.

We are proud to provide an employee-friendly work environment, where work-life balance is a priority. We value the talents and abilities of our employees and strive for an open, flexible, cooperative, and dynamic work environment.

We are seeking a Temporary Accounting Clerk in our Saskatoon office. This position will be temporary covering a maternity leave. Reporting to the Accounting Manager, the incumbent's primary responsibilities will be:

- Code and enter non-trade payables in Accounting system
- Process vendor payments
- Reconcile vendor accounts as necessary
- Communicate adjustments, errors, or omissions to the affected party
- Complete month-end requirements
- Act as a point of contact to resolve Vendor account queries
- Ensure all vendor payment deadlines are met
- Collaborate with team members to ensure all tasks are completed in a timely manner
- Uphold the high standard of customer service when interacting with internal and external customers
- Take the initiative to consider process improvements where possible
- Use the tools/systems available to perform required tasks as efficiently as possible
- Assist with other functions as required

### **Qualifications**

- Post-secondary accounting degree/diploma
- Minimum 3 years' business experience
- Proficient in Microsoft Office suite
- Professional written and oral communication
- Highly organized, capable of managing priorities in a fast-paced environment
- Bilingualism would be considered an asset (English/French)

***Please apply in confidence to [hr@megagroup.ca](mailto:hr@megagroup.ca)***

*\*Please note that only those candidates selected for an interview will be contacted.\**