

Accounting Clerk

We are looking for a new team member to join our Accounting team.

GVA Lighting creates outstanding lighting systems and signature lighting projects worldwide in cooperation with the best lighting designers and architects in the world. Our engineering, design and manufacturing takes place right here in the Greater Toronto Area and you can be a part of it!

What you would be doing every day:

- Ensure timely receipt of payments, processing of customer invoices, statements and maintain accurate records and control reports;
- Prepares routine to moderately complex journal entries;
- Reconciles and maintains routine to moderately complex accounts and sub ledgers and investigates discrepancies where necessary;
- Checks invoices for accuracy of information and coding;
- Ensure timely processing of the monthly commission reports;
- Research, track, match, reconcile and resolve inventory and any accounting related problems;
- Audit support;
- Provide additional assistance with accounting and clerical functions to support controller;
- Responsible for the accounts receivable, some inventory and accounts payable functions;
- Responsible for preparing accounting related reports;

You qualify for this role if you have:

- Diploma or Degree in Accounting
- Minimum 1-3 years of relevant experience
- Working knowledge of accounting principles and practices and their application to manufacturing including invoicing and posting payments;
- Working level skill in the preparation of standard accounting summaries, reconciliations, statements and reports using Excel
- Ability to thrive in a very fast-paced environment and to multi-task
- Meticulous and precise
- Highly organized
- Warm personality and happy to be part of a team

Why GVA?

- We offer learning opportunities enabling professional growth
- You will receive a competitive salary based on skills and experience
- You will have room to grow your career
- You may take pride in having participated in landmark projects at home and around the world
- When you work with us you can qualify for professional development, employer sponsored health benefits and retirement savings plan

We are an exceptional and talented team who believe in the GVA vision and share GVA values. Our passion and enthusiasm are contagious, and they have helped us attract great talent, partners, and clients. If you want to be part of a young, dynamic and growing organization then you are the candidate we are looking for! Send your resume to hr@gvalighting.com.

GVA Lighting is proud to be an equal opportunity employer committed to the attraction, selection, advancement and fair treatment of all individuals. In accordance with the Human Rights Code and Accessibility for Ontarians with Disabilities Act a request for accommodation will be accepted as part of the GVA Lighting hiring process.

We thank all the candidates for their interest in GVA lighting, however only selected candidates will be contacted.