



## JOB ADVERTISEMENT: ACCOUNTING CLERK

Vive Crop Protection is seeking an experienced  
**Accounting Clerk**  
to fill a permanent position in Mississauga, ON, Canada

Vive Crop Protection is creating new possibilities in crop protection. We strive for excellence and this is reflected in our people. As our business grows we are looking to attract individuals with the same vision. Join a team of dynamic, motivated and passionate people.

## ACCOUNTING CLERK

### POSITION SUMMARY

- The Accounting Clerk at Vive works independently, with direction from the Finance Manager, to perform a variety of accounting, bookkeeping and financial tasks. These include keeping financial records updated, preparing reports and reconciling bank statements. This position also runs accounting software program (Quick Book) to process business transactions. Major functions include leading the process of accounts payable and receivable, disbursements, expense vouchers and receipts, payroll, and ensuring the company's daily accounting functions run accurately and effectively.

### SPECIFIC RESPONSIBILITIES INCLUDE:

#### General Accounting

- Review all invoices for appropriate documentation and approval prior to payment.
- Code the invoices.
- Sort and distribute incoming mail.
- Process 3 way P.O matching invoices and check requests.
- Maintain accounts payable files.
- Audit and process credit card bills.
- Process employee expense reports.
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly.
- Respond to all vendor inquiries.
- Sales/HST tax reporting.
- Assist in month-end closing.
- Reconcile bank statements.
- Reconcile vendor statements, research and correct discrepancies.
- Prepare monthly recurring and adjusting journal entries; perform reconciliations and journal entries; work with appropriate personnel to resolve reconciling items.



- Other areas such as cash management, reporting, reconciling and collection G/L accounts may also be assigned.

#### Payroll

- Maintains payroll information by collecting, calculating and entering data into ADP.
- Process bi-weekly payroll, leave accrual and related activities.
- Update payroll records by entering changes in exemptions, insurance coverage, saving deductions and job title.
- Prepare reports by compiling summaries of earnings and taxes.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Assisting with other administrative functions as needed.

#### DECISION MAKING & ACCOUNTABILITY

- Works with direction from the Finance Manager and uses judgment to ensure efficient use of technical support to meet and direct the company goals/needs.
- Will be evaluated based on accuracy and proficiency of work as well as quality and impact of independent contributions.
- Is accountable to Vive's Finance Manager.

#### EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting, Business or Commerce.
- Previous accounting, bookkeeping and payroll experience required.
- 3+ years of experience in Accounts Payable and Payroll.
- Experience working with government grant and loan programs would be highly beneficial.

#### KNOWLEDGE, SKILLS & ABILITIES

- Detail oriented and highly organized.
- Ability to meet all assigned deadlines.
- Accounting knowledge and skills
- Must be proficient in Quickbooks and ADP including data entry, reconciliations and payroll.
- Versatile Excel skills for various analyses and reporting purposes.
- Maintains confidentiality of all proprietary and/or confidential information.
- Able to work both independently and in a team in a fast paced environment with emphasis on accuracy and timeliness.

#### WORKING CONDITIONS

- The majority of the work is performed in an office environment.



#### HOURS AND REMUNERATION

- The work day is considered an 8 hour day, with flexible start times per Vive's HR policies.
- The position is a full-time permanent position.

We thank all applicants for their interest in joining our team; however, only those candidates selected for an interview will be contacted. To apply, please email your resume and cover letter to [accountingclerk@vivecrop.com](mailto:accountingclerk@vivecrop.com).