

Algoma Telephone Systems, Inc., is currently in search of fulfilling a full-time Accounting Assistant position. This position will assist in processing Accounts Payable & Receivables and maintain financial records of commissions. The successful Candidate will have experience in all areas of AR & AP. We ask that only qualify candidates apply.

Description of Position:

- Balance, Maintain & create inquiries for company & sales commission
- Assist entering data, AP & AR invoices with precision and accuracy and research and resolve discrepancies.
- Ensure the proper coding of expenses and applicable taxes while processing invoices.
- Assist in monitoring vendor statements and investigate billing or payment errors
- Assist with cheques runs and mailing out cheques.
- Other accounting duties.
- Create, edit, and update spreadsheets.
- General filing, administrative duties and maintaining financial records. Provide first class customer service.
- Complete and mail bills, invoices and checks.
- Retrieve information when requested. Fax, scan and copy documents.
- Answer Phones when necessary.
- Other duties as directed by the Controller

Qualifications

- Accounting experience or schooling
- Accounting Simply software experience would be an asset
- Excellent computer skills required in Excel, Word, and experience working with accounting software
- Experience in accounts payable/receivable in a multi division environment would be an asset
- Knowledge of HST/GST tax rules
- Organization, Analytical, problem solving skills and attention to detail are a must!
- Strong ability to multi-task and meet deadlines in a fast paced environment
- Good communication and interpersonal skills are essential.
- Ability to work independently
- Excellent customer service skills, with a professional, outgoing and friendly personality
- Self-motivated with a strong work ethic
- Cool under pressure
- The desire to contribute and provide recommendations for potential areas that need improvement.

As an Accounting Assistant you must be eager to learn how processes work and be motivated to suggest changes when they don't work. We are looking for someone with passion and drive, which can ensure that our high standard of quality is maintained. This role is designed for someone who enjoys the variety of projects that come from working with a smaller company.

You will work with various managers and operations team members. You will report to our Controller Assistant who assigns tasks in priority order. You must be a great fit for our team. Integrity and honesty are important character traits that you must have. You must have a strong work ethic, high degree of initiative, and continual desire to succeed.

Job Type: Full-time (Monday – Friday, 9:00am – 5 pm)

Competitive Salary based on level of education and experience

Health and Life Insurance benefits after successful completion of probation period

Experience: Accounting & Admin: minimum 2 years (Preferred)

Please submit resume to: **Email:** humanresources@atsbell.com

Fax: 705-759-8423