



Accounting Clerk – Vancouver, BC (1 Year Contract Position)

Trialto Wine Group Ltd. is seeking an Accounting Clerk to join our accounting team. Trialto is Canada's leading agency in premium wine. We are a dynamic organization that strives for excellence and adapts very quickly to our changing environment. We are seeking an Accounting Clerk who is passionate about customer service and looking to grow in a small team environment. Organization, attention to detail, and good communication skills are all essential to this role.

Job Overview:

Reporting to the Corporate Accountant, the Accounting Clerk will work on a realm of daily accounting duties. This position will be responsible for

- accounts receivable collections & invoicing
- processing semi-monthly payroll
- maintain and update records for employee benefits
- maintain and update records in our accounting system (Microsoft NAV)
- preparing bank reconciliations
- supporting the month end close and any ad hoc projects

Furthermore, exposure to all functional areas of our organization is guaranteed – making this a great learning and growth opportunity.

Job Requirements:

- Minimum 2 year experience in an accounting position in a small to mid-sized company
- Accounting education from a recognized college or university
- Intermediate user of Microsoft Excel, and proficient with other Microsoft office programs
- Previous experience with computerized accounting software of any kind
- Ability to multi-task, prioritize, and meet deadlines while maintaining accuracy
- Strong verbal and written communication skills
- Experience using Concur Solutions software an asset
- Experience using Microsoft Dynamics NAV an asset
- Passion for learning about wine

Compensation:

Trialto offers market competitive base salary, along with extensive employee benefits including: Extended Health Care coverage and Health Spending Account.

Application deadline: May 31st, 2020

Please send resume and cover letter to:

greatcareers@trialto.com

Only candidates selected for interviews will be contacted.