

MB Global Foods Inc. – Vaudreuil-Dorion, QC

MB Global Foods, a dynamic, import/export company specializing in frozen fruits and vegetables marketed worldwide is looking for an Accounting Clerk who will be responsible for accounts receivable, accounts payable, data entry and assisting the Controller with certain tasks. To succeed in this role, the Accounting Clerk will handle the following responsibilities, and have the below qualifications:

Responsibilities:

- Accounts Receivable Collections and entering incoming payments
- Accounts Payable: Verify accuracy, enter invoices, issue supplier payments
- Assisting Controller with the preparation of year end and month end
- Manage incoming calls
- Enter data in SAP
- Maintain document database for each supplier and ensure that all required documents are current and valid
- Assisting with tasks related to other companies related to MB Global Foods
- Execute special tasks as directed by management

Advantages:

- Benefits available upon completion of probationary period
- Competitive salary based on experience
- Bonus Plan (Based on Individual / Company Performance)
- 2 weeks' vacation
- Paid company mobile phone
- Opportunity for internal advancement within company
- Participation in monthly social events
- Team Oriented, creative, and innovative company
- Summer Hours

Requirements:

- 1 - 3 years' experience in accounts receivable or similar role
- Very Strong A/R Collection skills
- Attention to detail
- Excellent written and verbal communications skills (English, French mandatory, Spanish bonus)
- Have strong organizational skills and capable of prioritizing workload
- Possess the ability to work independently and in a team
- Experience with accounting software programs (experience with SAP Business One a major asset)
- Proficiency in Microsoft Office and especially in Excel

Please send your CV to hello@mbglobalfoods.com and note that while we appreciate all applications, only those being considered will be contacted