



ACCOUNTING CLERK

SASKATOON, SK

\$22 PER HOUR

ABOUT THE COMPANY

Founded in 1975 by Don and Angie Wehage, Don Wehage Trucking Ltd. has grown into a reputable family business based in Saskatoon. Over the years, the company expanded to become Don Wehage & Sons Trucking & Excavating and also established Smiley's Storage Solution Ltd. and Smiley's Enterprise Ltd.

Specializing in efficient and precise job completion, the company has successfully handled numerous projects of varying sizes and locations. They maintain a strong customer base, providing services such as snow removal and sanding in winter, and catch basin maintenance, sweeping, line painting, and pothole paving in spring.

ABOUT THE ROLE

On behalf of our client, Don Wehage & Sons Trucking & Excavating, we seek an Accounting Clerk to join their team in Saskatoon, SK. Reporting to the Owners, the Accounting Clerk will support the company's day-to-day office tasks. The ideal candidate will be proactive, a team player, detail-oriented, and work well under pressure, especially when facing deadlines.

KEY RESPONSIBILITIES

- Enter Payable Invoices and print Cheques.
- Copy Payable invoices for invoicing, Job Costing, and Equip Repairs.
- Do Accounts Receivable Invoicing.
- Update the Asset List and ensure copies are in the proper places.
- Handle Payroll Deduction Remittances, Corp Tax Remittances, GST Remittances, and PST Remittance.
- Enter Deposits and do ROEs (Record of Employment).
- Fill in forms when Human Resources asks for earnings from years past.
- Perform Bank Reconciliations and Journal Entries.
- Prepare month-end reports, year-end reports, and year-end books for accountants.
- Handle T5018s and get WCB Information on SUBS for the WCB Statement for the Year.
- Perform Filing, Inventory, and Sea can location/usage tracking.
- Perform clerical duties, such as maintaining filing and record systems.
- Enter timecards and handle Data Entry.

- Perform Invoicing and input quotes into the system.
- Answer and direct phone calls and emails.
- Respond to routine customer and client service requests.
- Maintain and order office supplies.
- Perform other duties as assigned.

SKILLS AND QUALIFICATIONS

- 2 years of office support experience
- Full cycle bookkeeping experience
- Sage experience
- Professional telephone and email manner
- Well organize and problem-solving skills
- Detail-oriented and possess a high level of accuracy
- Exceptional verbal, written, and interpersonal skills
- A team-oriented approach with a positive 'can-do' attitude

If you are looking for a well-established, stable family-business that rewards their staff with regular lunches and casual Fridays, this is the right role for you. Free onsite parking is available to staff.

If you feel you have the demonstrated background and are interested in learning more about this opportunity, please forward your resume to laise.sato@mnp.ca. We thank all candidates for their interest, however, only those selected for an interview will be contacted.