

TLN JOB POSTING

GENERAL ACCOUNTANT & PAYROLL ADMINISTRATION

Reporting directly to the Controller, the incumbent will be required to perform daily accounting tasks related to accounts receivable, accounts payable, fixed asset management, and payroll, preparation of various account reconciliations and other duties as assigned. Customer service, respect of timelines and excellent communication are key elements of this role.

Responsibilities:

- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using both computerized and manual systems
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system.
- Assist in the preparation and completion of bi weekly payroll for both salary and hourly employees on an internal payroll system. Prepare monthly and annual payroll reporting and government compliance.
- Examine accounting records and prepare account reconciliations
- Handle all petty cash and security items
- Perform bank deposits
- Ensure compliance with all GAAP, GAAS, SOX, pension and privacy legislation
- Work with and generate financial reports through the VCI trafficking system
- Work with collections agency on all accounts placed under collection
- Work with internal departments on internal communication requirements
- Respond to customer inquiries, maintain good customer relations and resolve problems
- Perform related clerical duties, such as filing and maintaining record systems, faxing and photocopying.

Skills and qualifications:

- Graduate of accredited college or financial education facility with a minimum of 3 years experience in the general accounting field
- Possess a Canadian accounting designation or is working toward completion of a Canadian accounting designation
- Possess or have experience with payroll regulations and administration. Canadian payroll association certification or working towards payroll certification would be an asset.
- Strong administrative background with excellent knowledge of MS office
- Experience with the Newviews financial system and knowledge of the VCI traffic system is an asset
- A high degree of accuracy and attention to detail.
- Strong written and oral communication skills with a customer service mindset with the ability to prioritize and meet deadlines.
- Solution oriented with problem solving ability, with strong initiative and self motivated
- Ability to work under the pressures of tight deadlines and multitask and to work both independently and on a team
- Knowledge of the Spanish/Italian language is an asset
- An enthusiastic, friendly attitude contributing to a friendly respectful workplace.

INTERESTED APPLICANTS ARE INVITED TO SEND A RESUME BY NOVEMBER 25, 2011 TO:

MS. TERRY EDMONDS - TLN HUMAN RESOURCES

5125 STEELES AVENUE WEST

TORONTO, ON, M9L 1R5 Fax 416.744.0966

Email – HR@TIntv.com

*No phone calls please. Only those selected for an interview will be contacted.

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