

Toyo Tires Canada currently has an exciting opportunity to join our team as the **ACCOUNTING ASSISTANT/RECEPTIONIST** on a one-year maternity leave position at our Richmond Head Office!

Please visit our Toyo Tires Canada website to learn more about this and other opportunities we may have available!

## OVERVIEW

The Accounting Assistant/Receptionist supports the Accounting department by performing clerical tasks, including processing/recording transactions and accounts payable while supporting the organization via various administrative and clerical duties.

## KEY RESPONSIBILITIES

- Answer incoming telephone calls
- Greet and welcome office visitors
- Mail distribution
- Miscellaneous errands for corporate head office or affiliated company guests
- Make bank deposits and posting transactions
- Accounts payable data entry and cheque issuance
- Ensure shipments are customs cleared
- Ensure accuracy for charges and GL coding for invoices involving customs clearance
- Reconcile GST amounts
- In transit reconciliation
- Review insurance invoices for accuracy and preparation of disbursement forms
- Price check vendor commercial invoices
- Request and reconcile vendor AP statements
- G/L reconciliation for insurance, freight, duty and brokerage accruals
- Maintain incoming shipment documents for non-inventory orders
- Arrange duty and brokerage for import shipments
- General documentation filing
- Provide ongoing assistance to Accounting department
- Prepare monthly sales analysis
- Assist with general office presentation

The Accounting Assistant/Receptionist performs other duties as assigned

## QUALIFICATIONS

The Accounting Assistant/Receptionist should possess the following qualifications:

- Basic accounting knowledge
- High level of customer service
- Strong written and verbal communication skills

- Attention to detail and accuracy
- Working knowledge of MS Office and Excel
- Experience with freight forwarding (export/import) and Canada Customs clearance
- Previous work experience in similar field
- Able to work independently with minimal supervision
- Proven ability to adhere to organizational policies and guidelines

Due to the nature of this role, we will require successful completion of background checks including employment reference and criminal record checks.

## LOCATION & HOURS

- Will be based in Richmond, BC Head Office (7791 Nelson Road, Unit 120)
- Google map office location: <https://goo.gl/maps/7AVtcgkrNHPgT9Gb7>
- Is a full-time one-year term position (Mon – Friday, 8am-5pm)

## GREAT REASONS TO JOIN OUR TEAM

- Competitive salary based on experience and proven abilities
- Comprehensive benefit package (with HCSA) after the completion of 3 months of service
- An RRSP matching (up to 5%) after one year of service
- A great professional development program
- Free on-site parking
- Unbelievable product discounts
- Transit accessible office
- An annual fitness credit of \$125 to help you with memberships or equipment
- Team building events including BBQ's, bowling nights and holiday parties
- A close-knit operation with great opportunities to learn and develop

## APPLICATION PROCESS

If you are interested in applying for this exciting opportunity, please forward your resume and cover letter in word or pdf format only to [careers@toyocanada.com](mailto:careers@toyocanada.com). In the subject of your email kindly indicate **ACCOUNTING ASSISTANT/RECEPTIONIST**.

TCI is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture that does not discriminate on the basis of disability, status or any other basis protected under federal, provincial or local legislation.

We thank all applicants in advance for their interest in this position however only those local candidates who are legally entitled to work in Canada will be contacted. Due to the volume of applications we receive, we are unable to respond to phone, in person or agency inquiries.