

QAI Job Number: QAI-ACCTG-CORP-01
JOB TITLE: Accounts Receivable & Accounting Admin
LOCATION: Burnaby, BC, Canada
NUMBER OF POSITIONS: 1
CATEGORY: Accounting
POSTING DATE: June 13, 2018
CLOSING DATE: OPEN UNTIL FILLED

BACKGROUND:

QAI laboratories is a testing, inspection and certification organization providing services to manufacturers of Electrical Products, Building Products, Vehicles, and Factory Built Structures. As the QAI name and logo gain recognition throughout the Certification world, our business continues to expand. Presently, we are in need of Full Time Accounts Receivable & Accounting Admin to support that expansion.

QAI is currently looking for applicants to fulfill the following tasks:

DUTIES: Under the direction of the Controller, successful candidate will perform, but not limited to, the following duties:

Intermediate / Senior Accountant

- Updates and Maintains Client information in accounting database
- Locale Credit Check Reviews
- Records payments
- Collects overdue accounts receivable
- Submits final revenue reports to managers
- Invoices the following:
 - SI's (invoicing / scanning/recording labels)
 - Roof Inspections
 - Listing
 - Label Orders
 - Electrical
 - EMC

Accounts Payable

- Enters Employee Expenses
- Obtains Approvals from managers

Label inventory mgmt.

- Orders Labels from Vendors
- Compiles & ships orders to clients
- Conducts inventory counts every six months
- Issues monthly reports on labels to managers

QUALIFICATIONS: The successful candidate will:

- Must have an accounting software experience or equivalent.
- Knowledge of QuickBooks Enterprise and Excel
- Ability to function as a team player

Key Technical Competence:

- Possess good communication and organizational skills.
- Able to multi-task with a high degree of accuracy and efficiency.
- Familiar with office tasks and able to accept direction.

APPLYING:

QAI Laboratories offers a competitive compensation and benefits package including base salary, medical, dental, etc.

Interested candidates should submit their cover letter and resume to Margrette Dobre via email at hr@qai.org (ctrl+click). Please indicate the QAI Job number in the subject line of the email and in the subject line of your email.

Note: Applications will only be accepted when emailed in MS Word or PDF format, and must have a job-specific cover letter. Please be sure to include the QAI job number in the subject line.

Equal Opportunity Employer

QAI Laboratories is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.