



### **WHAT WE BELIEVE**

We believe in inclusion, we believe in self-expression, we believe in no judgement and we believe in individualism

### **WHO WE ARE**

We are bold, we are tenacious, we are courageous and brave.

We are a cast of characters.

We embrace our differences, and we share our likenesses.

### **Some of What's in it for You!**

- New and freshly renovated offices, designed and built to the LEED Silver environmental standard
- Free Coffee
- Summer Fridays
- Paid Personal Days
- Generous Benefit package
- Employee Assistance Program
- Employee Loyalty Reward Program
- Generous welcome gift
- Company events

As the Junior Accounts Payable Clerk, you will be responsible for the full accounts payable cycle within Moose Knuckles. Playing an active role in maintaining the daily on-going A/P files, verifying invoices, and communicating effectively with many departments.

### **Some of What You'll Do:**

- Invoice Processing: Assisting in the receipt, review, and data entry of invoices into the accounting system.
- Vendor Communication: Corresponding with vendors or suppliers regarding invoice discrepancies, payment inquiries, and other routine matters.
- Data Entry: Accurate and timely data entry of financial information into the company's accounting software.
- Assisting Senior Staff: Providing support to more experienced members of the accounts payable team.

### **Some of What You'll Need:**

- Minimum 2 years' experience in an Accounts Payable role
- Excellent knowledge of basic accounting concepts
- Proficient English mandatory
- Strong attention to detail
- Good Excel knowledge



**Some of Who You Are:**

- Excellent interpersonal, oral, and written communication skills
- Excellent organizational and time management
- Ability to work independently and as part of a team
- Strong ability to prioritize and respect deadline

Moose Knuckles is a Canadian company headquartered in Montreal and operating in North America, Europe and Asia. Professional French language proficiency is therefore required and essential for all Montreal-based employees. In addition, the professional English proficiency is also important since it allows to collaborate with the employees of the group based internationally.