



## Clerk in Accounting

Posted by Gloden Mile Chrysler

**Posting Date :** 23-Feb-2026

**Closing Date :** 22-Aug-2026

**Location :** Toronto

**Salary :** \$\$70,000–\$80,000 Per Year

### Job Requirements

- **Education:** Diploma in Accounting
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ4139027

### Job Description:

The role of the Accounting Clerk involves preparing and entering accounts payable invoices for payment, ensuring accurate coding of expenses and applicable taxes during the invoice processing, as well as handling retail sales deals. Key responsibilities include assisting the

Controller with the monthly preparation of financial statements, posting journal entries, and preparing expense reconciliations. The Accounting Clerk is also tasked with processing accounts receivable, posting retail sales transactions, and reconciling accounts, all while upholding internal controls and policies.

A new Accounting Clerk joining our team can expect comprehensive training on all processes and software they will utilize. They will begin by learning about each department within the dealership to gain an understanding of how they collaborate and manage daily operations. We will offer thorough training to ensure that our new team member becomes fully proficient in all accounting software.

The Accounting Teams operate five shifts a week from Monday to Friday, with the possibility of late shifts depending on business needs.

What do I need?

A clean driving record and a valid G Driver's License are required.

A minimum of a three-year college diploma in Accounting or a Business major with a focus on Accounting is necessary.

The characteristics that will contribute to your success in this role include:

- A professional who excels in a team-oriented environment
- Strong customer relationship management skills
- Excellent computer proficiency
- Attention to detail
- Outstanding organizational skills
- Self-motivated
- Outgoing and enthusiastic
- Capability to manage customer complaints and resolve challenging issues

- Strong multitasking abilities and the capacity to meet deadlines in a fast-paced setting.

Compensation includes:

- Competitive salary
- Comprehensive benefits package
- Opportunities for professional development and training
- Employee purchase program
- Retirement savings plan
- Employee and family assistance program
- Employee perks program
- Corporate discounted membership with GoodLife Fitness
- Discounts on home and auto insurance.

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