

MANTECH Accounting Clerk

Title: Accounting Clerk **Department:** Guelph Office - Operations

Job Summary:

MANTECH manufactures software-driven automated laboratory and process analytical equipment for water and soil analyses. Our mission is to optimize the results of our customers while still enabling them to protect our environment. We do this by faster and green methods for analysis that also lead to efficient decision making protecting and conserving our environment and resources. Examples include the most sensitive analyzer for pipeline leak detection into water systems, optimized wastewater treatment at Pulp and Paper Mills, Breweries, Food Processors, and optimized methods in Environmental Testing Laboratories etc. ensuring optimized usage of energy and reagents. By employing green methods our mission delivers on fuel and plastic reduction, reduced chemical usage, further protecting our natural resources. The Accounting Clerk will be involved in these roles as defined below.

Responsibilities:

Accounts Receivable

Record all incoming payments from customers in both Netsuite and QuickBooks
Process credit card payments and forward receipts along with invoices to the customer
Review Aging Reports weekly and contact customers for payment of past due invoices
Set up new customers in database and complete all required documents from the customer, this includes all steps required for on-line portals
Maintain files for incoming payments

Accounts Payable

Process all vendor invoices in Netsuite and/or QuickBooks (MANTECH (USA) Inc.) for payment.
Match invoice against purchase order receipts if applicable
Verify costs with the purchase order price, investigate discrepancies
Update outdated pricing in database
Request approval for payment if required
Maintain files for processed invoices

- **Organize vendor invoices for semi-monthly payments and submit payment list for approval of payment**
- Arrange for EFT, wire or cheque payment of invoices and submit for approval or signatures
- Prepare cheques for mail
- Email payment advice to vendors
- Attach stubs to invoices or stamp invoices as paid and file accordingly in Vendor invoice files

Process monthly credit card charges and pay electronically
Set up new vendors in database and complete any documents required per the vendors request, this includes creating profiles for on-line portals
Prepare monthly worksheets and record month end journal entries for prepaid expenses, depreciation and deferred revenue
Submit and pay monthly provincial and state sales taxes due
Submit GST/HST tax remittance, quarterly
Record fund transfers as they occur
Weekly Reconciliations of all bank accounts
Prepare monthly financial statements once account period is closed

Compensation:

competitive salary, great benefits, RRSP Matching,
3 weeks holidays, 6 paid sick days and much more!

MANTECH is committed to supporting a culture of diversity and accessibility across the organization. We hire the best talent regardless of race, color, creed, national origin, ancestry, disability, marital status, age, sex, veteran status or sexual orientation. If you require special accommodation to complete any portion of the application or interview process, please contact 1 (519) 835-7620 amenegotto@mantech-inc.com