

MANTECH 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.

Accounts Receivable

- Record all incoming payments from customers in both NetSuite and QuickBooks (US Customers)
- Prepare credit card orders for processing and forward receipts along with invoices to the customer
- Invoice customer orders and send electronically to customers for payment
- 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
- Assist with customer inquiries regarding invoices/payments
- Collect Sales Tax exemption certificates where applicable
- Prepare bank deposit slips for cheque payments
- Maintain customer profiles in database

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 - Update outdated pricing in database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 advices to vendors
 - Maintain Vendor profiles
 - Save invoices electronically
- Review vendor statements
- 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

Month End

- Follow Month End checklist which will include:
 - 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, monthly
 - Review and reconcile intercompany loan accounts
 - Prepare intercompany transactions for US sales and reconcile
- Weekly Reconciliations of all bank accounts
 - Record bank charges as needed
 - Investigate discrepancies

Other

- Monitor the accounting@mantech-inc.com email inbox
- Back up for Customer Service Representative
- Assist in preparing Financial Reports
- Other duties as assigned

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

Interested candidates can send a covering letter and resume to amenegotto@mantech-inc.com.