

# ACCOUNTING CLERK

Founded in 2017, Pinnacle Logistics Solutions is a specialized transportation and project management company located in Cambridge, Ontario. The company's strong values and commitment to corporate social responsibility guarantee that creative cost-cutting solutions are provided to each customer to meet project goals. Pinnacle Logistics Solutions is currently seeking an Accounting Clerk to help contribute to their company mission and the overall customer experience.

## Work with a company where you can expect to be:

- Part of a team that believes in working together while being highly productive;
- Part of an environment that is innovative, adaptable, flexible, and approachable;
- Part of a growing business;
- Valued for your hard work.

## Be part of a company where you will:

- Perform various accounting functions including bank reconciliations, invoicing, accounts receivable and payable, general ledger entries, intercompany transactions and remittances;
- Make appropriate accounting entries to reflect transactions;
- Administer expense report reimbursement process;
- Communicate directly with vendors to resolve payment and other queries;
- Assist in month-end activities such as accrual entries;
- Generate invoices and account statements;
- Maintain accounts receivable files and records;
- Investigate and resolve any irregularities or enquiries;
- Perform other administrative/clerical duties as assigned.

## Consider our team if you have:

- A diploma in bookkeeping, accounting and/or equivalent experience in a related role;
- Exceptional communication, interpersonal, customer service, and computer skills;
- Previous experience and proficiency using QuickBooks and Microsoft Excel;
- Demonstrated organizational and time-management skills.

If you are interested in this opportunity, please submit your resume in confidence by **4pm on April 16th, 2021**, via e-mail or regular mail to:

**Pinnacle Logistics Solutions**  
 36 Water Street S.  
 Cambridge, ON, N1R 3C5  
 E-mail: [info@pinnaclelogistics.ca](mailto:info@pinnaclelogistics.ca)

You can also upload your resume via the Careers Page on our website by clicking on the blue **Upload Resume** button, and following the prompts.

*No phone calls please. We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted. We are dedicated to maintaining a respectful, fair, and equitable work environment, and welcome submissions from all qualified applicants. If accommodation is required during the selection or interview process, it will be available upon request. This job posting is available in an accessible format upon request.*