

Are you looking for a rewarding and exciting opportunity to make a difference with a great organization? Look no further!

Overview

As we move through a period of exciting organizational change, Professional Engineers Ontario (PEO) has an immediate opening for an **Account Services Representative**.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

This position is responsible for performing accounts payable, accounts receivable, and general accounting duties, including interacting and assisting PEO licence and certificate holders and EITs regarding financial matters.

Responsibilities

Accounts Receivable

- Collect and process payments for applications and fee renewals. This includes mailed in payments and online credit card payments, issuing receipts, performing reconciliations, and preparing summary reports.
- Validate and endorse incoming cheques, organize, and prepare deposits, and prepare summary report of cash received for general ledger (GL) data entry.
- Address PEO registrants' questions and needs regarding their licences or EIT memberships. Prepare and issue accounts receivable related correspondences to registrants, including but not limited to resignation acknowledgement letters, notifications of payment issues, and auto reinstatement appendices.
- Update Aptify with all incoming and outgoing registrant correspondences and communications. Ensure accurate logs are kept in the system regarding receipts and cards issued, and duplicate invoices.
- Process accounts receivable adjustments in Aptify, including auto reinstatements, resignations, deferrals, etc.
- On a monthly basis, prepare and send approval, renewal, reminder, termination, and invoicing letters to EITs and licence/certificate of authorization holders.
- Assist other departments with questions regarding member status, payments received, and other Aptify queries.

Accounts Payable

- Organize incoming invoices between expense accounts and invoices following the established procedure for each.
- Produce accounts payable cheque runs following internal controls and established procedures.
- Maintain and update vendor, supplier, and contractor information in accounting system.

General Accounting

- GL account reconciliations of deposits, earned, and unearned revenue accounts.
- Assist with the preparation of financial statements including income statement, balance sheet, and supporting schedules.
- Support activity-based costing and budgeting, prepare reports on actual vs. planned budgets and costs as well as cost/budget and GL analysis.
- Support the preparation and completion of external audits.

Specialized Skills and Knowledge

Knowledge of:

- General accounting principles, activity-based costing and budgeting, general ledger reconciliation.
- Accounts payable and receivable activities.

Skills and qualifications include:

- Post-secondary education in accounting, finance, business administration, or a related field and 3-5 years' work experience in accounts receivable, payable, and general accounting duties.
- Organizational skills to manage the flow of information and data and multiple priorities.
- Excellent verbal and written communication skills for correspondences with internal staff and external contacts.
- Customer service skills to respond to registrants' queries in a courteous and friendly manner.
- Attention to detail, ensuring completeness and accuracy of financial statements and reports.
- Analytical skills to synthesize information and draw valid conclusions.
- Proficient in using Microsoft Office products.

If you are interested in this role, please forward your resume and cover letter (including salary expectations) to peocareers@peo.on.ca by April 16, 2021.

PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

We thank all applicants in advance for your interest in our organization and advise that only those candidates selected will be contacted.