

Accounting Clerk

DHX Media (Vancouver) Ltd. is an award-winning animation studio based in Vancouver BC, which has produced over 300 half hours of original children's shows. We are also proud to employ a team of more than 200 of Canada's top artists, writers and producers.

We are currently seeking an **Accounting Clerk** to join our team! In this position, you will work under the direction of the Accountants to provide support in the day-to-day operation of the department. We are looking for a detail-oriented, personable and self-motivated individual who is interested in career development and growth.

Responsibilities include the following:

- Obtain backup and approvals for invoices, cheque requisitions and POs;
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable, payroll timesheets and invoices using QuickBooks;
- Cross reference and verify employee salary/wages and position dates;
- Liaise with HR and Production Managers to ensure all paperwork is collected and employees are paid in a timely manner;
- Perform bank reconciliations;
- Update and maintain excel spreadsheets;
- Perform administrative tasks such as filing, sorting and photocopying documents;
- Other tasks and responsibilities as requested.

Qualifications:

- Experience in accounts payable and/or payroll preferred;
- Must be detail oriented and have strong organizational and administrative skills;
- Must be able to work with strict deadlines, multi-task and be proactive;
- Ability to maintain accurate and timely records;
- Excellent communication skills.
- Working towards a CGA designation;
- Proficiency in Microsoft Office including Word, Excel and Outlook;
- Familiarity with QuickBooks Premiere or similar accounting software;

Workplace:

- High volume, fast-paced animation studio

Reports To:

- Senior Accountant
- Controller

Please send your cover letter, resume and salary expectations to:
Human Resources at recruiting@dhxmedia.com

We appreciate your interest; however only those applicants selected to proceed in the recruitment process will be contacted.