



Join the Team at PRA Group Canada – London, Ontario

Accounting Assistant

Our Organization

PRA Group Canada is one of the most established organizations within the Debt Acquisition and Collection Industry in Canada. Our Company purchases portfolios from leading financial services organizations, and then recovers the accounts through a customer-focused set of strategies and tactics. We go the extra mile to ensure the experience of all original account owners is professional, flexible and customer-oriented.

We are an international organization with an expanding global presence and bring valuable industry expertise and experience to the market place. Our Canadian Head Office is in London, Ontario.

We are currently looking for an Accounting Assistant to join our London, Ontario team on a permanent, full-time basis.

What does a typical workday look like for an Accounting Assistant?

Reporting to the Senior Accountant, you will apply your accounting education and experience to effectively and efficiently perform accounts receivable (AR), accounts payable (AP), general accounting and administrative duties. You will be responsible for distributing vendor payments as well as supporting the customer payment process. You will assist in the investigation and resolution of AR and AP issues, and support the month end close process. More specifically, your responsibilities will include:

- Managing incoming mail, faxes and customer payments to ensure proper distribution while maintaining controls over funds and confidential information
- Preparing bank deposits and outgoing couriers
- Filing and maintaining documents
- Accurately applying customer payments to performing accounts and processing customer refunds
- Acquiring a thorough knowledge of the AR and AP functions and the systems used
- Assisting with the resolution of payment posting issues and supporting quality assurance
- Retrieving and forwarding vendor invoices for processing

- Distributing cheques, wire transfers and online payments
- Monitoring the coding of expenses in the AP system and assisting with the resolution of AP issues
- Supporting the month end close process by posting journal entries and performing balance sheet account reconciliations as assigned
- Initiating and responding to a variety of enquiries and requests from other departments and suppliers to resolve problems, identify and correct discrepancies and explain relevant policies and procedures
- Supporting of special projects and other duties and responsibilities as assigned

What qualifications are required for this position?

- Post-secondary diploma/degree in the field of Accounting
- 1 to 2 years' experience in an Accounting position responsible for full cycle Accounting
- Proficient computer skills
- Ability to handle sensitive information with the utmost confidentiality
- Excellent communications skills, both verbal and written
- Strong organizational and administrative skills
- Strong attention to detail and accuracy
- Pass criminal background check

What is great about working for PRA Group Canada?

- A competitive compensation program, including: 3 weeks' vacation to start, group health and dental program, pension plan, employee assistance program, and tuition reimbursement program
- Competitive Salary based on relevant experience, and annual bonus program
- Talent developmental opportunities for motivated and engaged employees
- Innovative organizational programs that recognize top performers within the Canadian team
- Positive work/life balance
- Complementary tea and coffee

What type of scheduling does PRA Group Canada offer?

- This role is suitable for motivated individuals able to commit to a full-time schedule of 37.5 hours per week
- Monday to Friday, business hours, some flexibility may be required

What is the Application Process?

Please submit your cover letter and resume by Sunday, May 12, 2019 via email to:

humanresources@pra-group.ca

We thank all applicants for their interest; and will contact those selected to participate in the interview process.

We are compliant with Accessibility for Ontarians with Disabilities Act (AODA) legislation. Accommodations will be provided upon request.