

WOLVERINETM SUPPLIES

ACCOUNTS ADMINISTRATOR - FULL TIME

ARE YOU INTERESTED IN THE EXCITING INDUSTRY OF FIREARMS, AND THE OUTDOORS?

**Wolverine Supplies is searching for a
qualified individual to join our team!**

The successful candidate will be responsible for Accounts Payable and assist Accounts Receivable. Accounting knowledge and experience along with an accounting diploma or degree is required. The successful applicant will be expected to have attention to detail, be organized and adaptable to a fast-paced environment. An understanding of firearms and sporting goods is an asset. A current and valid PAL is an asset but not required. Experience with computerized accounting and inventory systems is preferred.

**Company health benefit plan
and pension plan in place.**

Wage to be determined.

DUTIES:

- **Accounts Payable**
 - Verify and code source documents and receipts;
 - Enter invoices for payment;
 - Generate payment batches, prepare cheques/EFT's;
 - Prepare PST and GST reports monthly;
 - Process credit card payments and reconcile;
 - Filing as needed.
- **Accounts Receivable**
 - Apply customer payments;
 - Assist with daily and monthly reconciling;
 - Preparing customer statements;
- **Filing as needed.**
- **Any other duties as required**

**PLEASE SUBMIT RESUMES AND WAGE
EXPECTATIONS TO:**

genn@wolverinesupplies.com

WOLVERINE SUPPLIES

EVERYTHING FIREARMS AND THE OUTDOORS

#SUPPORTLOCAL  

WOLVERINESUPPLIES.COM