



# F. J. WADDEN AND SONS LTD.

51 Glencoe Drive - P.O. Box 13456, Station. A - St. John's, NL - A1B 4B8  
Phone: (709) 364-1444 - Fax: (709) 364-7085 - Toll Free 1-800-563-0100

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## **CAREER OPPORTUNITY – JUNIOR ACCOUNTANT / A/R CLERK**

### **POSITION SUMMARY**

Reporting to the Controller – The Junior Accountant / AR Clerk is a full-time permanent position. The successful candidate will have a dual role within the Company, working with the Controller in financial reporting to our parent Company and working in an Accounts Receivable role.

### **JOB SCOPE – DUTIES & RESPONSIBILITIES**

The following is a list of the major responsibilities for the Junior Accountant / AR Clerk:

- Assisting controller in the preparation of monthly, quarterly and annual closings
- Preparing and submitting weekly and monthly financial reports
- Updating financial data in databases to ensure the accuracy of the information
- Assisting with reviewing payroll records and expenses, among other items as assigned
- Assisting in the processing of:
  - income statements,
  - balance sheets, and
  - other financial statements as per the company's legal, financial, and accounting guidelines
- Posting journal entries
- Performing reconciliations on trial balance accounts
- Setting up new accounts
- Completing credit checks
- Contacting customers when accounts are behind
- Reconciling accounts and getting copies of past due invoices and forwarding to customers
- Investigating deductions
- Running the EFT reports and following up with customers
- Preparation of weekly statements to send to customers
- Faxing or e-mailing weekly credits for certain customers
- E-mailing weekly invoices to customers



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- Weekly Visa and Biweekly Visa and process thought the Chase App
- Running DAYEND for the daily postings in the Receivables
- Answering customer inquires
- Checking e-mails for EFT payments, posting them to the accounts receivable
- Posting checks received to the accounts receivable

## **JOB SKILLS & QUALIFICATIONS**

- Bachelor of commerce, finance, business or equivalent. • Chartered Professional Accountant (CPA) considered an asset
- Proven ability to manage challenges while continuing to meet deadlines and achieve goals.
- Keen attention to detail.
- Strong computer & analytical skills (MS office - Word, Excel, PowerPoint, AS400, Sage).
- Good understanding of accounting and financial reporting principles and practices
- Demonstrated analytical, problem solving, advisory, decision making, planning and organizational skills
- Strong communication skills.
- Ability to work independently and/or as part of a team

**To Apply – please send your cover letter and resume to [badurdle@fjwadden.ca](mailto:badurdle@fjwadden.ca)**

At FJ Wadden & Sons, our vision is to bring reliable and innovative wholesale distribution solutions to retail and food service customers throughout Newfoundland. Our customers come from all walks of life and so do we. We are an equal opportunity employer, not just because it's the right thing to do, but because it makes our company stronger. If you share our values and our enthusiasm for small businesses, you will find a home at FJ Wadden & Sons.

**Only those candidates selected for an interview will be contacted. Thank you.**