



ACCOUNTING CLERK

RBI is a quality electrical and communication services firm, helping clients with our expertise in industrial maintenance, commercial construction, network cabling, VOIP telephony and design build.

As the Accounting Clerk you will:

- *Verify and process hours worked as reported by field staff;*
- *Allocate expenses by analyzing the reports and invoices*
- *Reconcile credit card and other vendor statements;*
- *Ensure accurate vendor info is maintained in the company database.*

As the ideal, successful candidate you will have:

- *1-2 years of previous accounts payable administration expertise;*
- *Strong Excel, Word, Outlook and ERP software experience;*
- *Superior organizational and demonstrated time management skills.*

To join our growing team, please apply in writing to:

Robertson Bright - RBI
2875 Argentia Road, Unit 1
Mississauga, Ontario
✉ careers@rbigroup.net



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