



**Bumper
to Bumper**[®]

CANADA'S PARTS PEOPLE

Prince Albert N.Battleford

**SUTHERLAND
AUTOMOTIVE**









AUTO PARTS PAINT INDUSTRIAL

Humboldt Moose Jaw Saskatoon



Accounts payable and receivable clerk

Job details

-  2802 Cleveland Ave
Saskatoon, SK
S7K 0E7
-  On site
-  **\$ 22.00 to 25.00** hourly (To be negotiated) / 40 hours per week
-  Permanent employment
Full time
-  Day
-  **Position is Available**
-  Benefits: [Health benefits](#), [Financial benefits](#)
-  1 vacancy

Overview

Languages

English

Education


College, CEGEP or other non-university certificate or diploma

or equivalent experience

Experience

2 years +

On site

 Work must be completed at the physical location. There is no option to work remotely.

Work setting

Private sector

Urban area

Responsibilities

Tasks

Manage accounts payable

Prepare bank reconciliations

Collect payments from debtors

Perform clerical duties, such as maintain filing and record systems

Perform general office duties

Prepare reports

Manage cash

Experience and specialization

Computer and technology knowledge

MS Excel

MS Word

Additional information

Security and safety

Bondable

Work conditions and physical capabilities

Tight deadlines

Attention to detail

Personal suitability

Accurate
Reliability
Resourcefulness

Benefits

Health benefits

Dental plan
Health care plan
Vision care benefits

Financial benefits

Group insurance benefits
Registered Retirement Savings Plan (RRSP)
Critical Illness

Who can apply for this job?

You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

Careers@sutherlandautomotive.com