



JOB OPPORTUNITY

Accounting

STATUS: Permanent, Full-Time

LOCATION: Peterborough, ON

Is tax season your most favourite time of the year? Were you excited to create bills as a child? Could you talk for hours about Work in Process (WIP): the advantages and pitfalls? Is your calculator part of your outfit? Are you proud to be associated with the team that counts the beans? If so, this may be the perfect job for you!

We are currently seeking an **Invoicing Clerk** to join our team in Peterborough. The Invoicing Clerk is directly responsible for working with Project Leads to manage Work In Process (WIP) and complete invoices in a timely manner. Other duties include cross checking to ensure all appropriate tests and costs have been billed in the correct billing cycle; posting data; and maintaining strong and open communication with Project Leads and Technicians.

JOB DUTIES

- Monitor Work in Progress (WIP) and advise Project Leads accordingly.
- Work closely with Project Leads to ensure invoicing is prepared timely and accurately.
- Compile data, compute fees and charges, and prepare invoices for billing purposes.
- Compile data from vendor invoices and supporting documents to verify accuracy of billing data and to ensure services rendered.
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its business partners.
- Travel and overtime may be required.
- Other tasks as assigned.

QUALIFICATIONS

- Post secondary education in an accounting or business program.
- Working knowledge of WIP required.
- Excellent command of the English language, both written and oral.
- Strong attention to detail.
- Valid driver's license required.

ESSENTIAL ATTRIBUTES

- Effective team player – enthusiastically supports other team members as needed.
- Open to new responsibilities – not focused on what is or is not in the job description.
- Putting in extra effort – sticking around longer than usual to help out when needed.
- Professional, responsive, and positive work attitude.



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Cambium welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If you're interested, send us some information that helps us understand how you are the right fit for this role and for our team. Kindly forward your documents, in electronic format only, to hr@cambium-inc.com.

WHY CAMBIUM?

Our team is different. From camping trips and movie nights, to company ball-hockey tournaments in the parking lot, our team likes to have a good time together.

Our team is hard-working. You'll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum 3 weeks of vacation for new, full-time team members.

Our team is proud. Flexible scheduling. Donating a portion of our net income each year to local causes and events. Winning awards. You'll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <http://cambium-inc.com/about/careers>.