



Accounting Clerk

Role Overview

We are looking for a detail-oriented **Accounting Clerk** to assist in our accounting department. Working closely with our accounting team, you will help ensure financial information is reliable and available when needed to support business decisions.

What You'll Do

- Process month-end transactions, prepare account analyses, and reconcile account balances
- Prepare and maintain accurate Excel spreadsheets to track financial transactions
- Reconcile company credit card transactions and prepare purchase orders
- Maintain organized accounting records and supporting documentation for invoices and transactions
- Enter and process inventory transactions, checking records for accuracy

Duties may vary slightly depending on the successful candidate's strengths.

What You Bring

- Minimum two-year college diploma in accounting or finance, or equivalent experience
- At least three years of experience in an accounting clerk role
- Experience in payroll processing
- Intermediate skills in Excel, Word, and Microsoft Office
- Strong keyboarding and data entry skills, with close attention to accuracy and detail
- Excellent communication skills
- Ability to work effectively with others in a team environment

About Us

TS Manufacturing is a Canadian, family-owned business located in the scenic City of Kawartha Lakes. Our team uses modern technology to serve customers around the world and continually improve how we work. Join our experienced, multi-generational team and enjoy a rural lifestyle while contributing to a business with global reach.

Applicants are encouraged to view our website, www.tsman.com as well as our YouTube channel <http://www.youtube.com/user/tsmanufacturing>.

Why Work With Us?

At TS Manufacturing, you're not just a number — you're part of the team. We offer:

- An opportunity to be part of a fast-paced, energized, and rewarding team environment
- Competitive hourly pay of \$24.00 to \$31.25 per hour, with overtime paid at 1.5 times the hourly rate after 40 hours per week
- A company-sponsored pension plan
- Health and dental benefits
- The opportunity to live and work in the heart of the Kawarthas

Apply Today

Submit your resume and cover letter to Careers@TSman.com

TS Manufacturing is committed to providing an inclusive and accessible workplace. Accommodations are available upon request throughout the hiring process.

Use of AI in recruitment: We use artificial intelligence (AI) tools to assist with screening and assessing resumes. All hiring decisions are made by our hiring team.