

Commissions Specialist (Remote Position)

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$16.00 to \$16.00 hourly
Employment status: Contract / Temporary

Description

We are offering a short term contract employment opportunity for an Accounting Specialist. This role involves utilizing your data entry, research, and Microsoft Office skills in a remote setting. The successful candidate will be responsible for a range of tasks related to financial notes, commissions, and NIS.

Responsibilities:

- Perform data entry tasks with a high level of accuracy and efficiency.
- Conduct thorough research related to accounting queries and issues.
- Utilize Microsoft Office Suites to create, manage and maintain financial documents and databases.
- Assist in the preparation and maintenance of financial notes with attention to detail.
- Use your computer skills to manage and organize digital files and information.
- Handle commissions, ensuring they are processed and recorded correctly.
- Work with the NIS (Network Information System) for various accounting tasks.
- Monitor and manage customer credit accounts.
- Take necessary action for collecting delinquent payments.
- Process customer credit applications and maintain accurate customer credit records.

Requirements

- Demonstrated proficiency in Data Entry.
- Proven experience in Research, especially within financial contexts.
- Proficient in preparing and managing Financial Notes.
- Advanced knowledge of Microsoft Office Suites, including Excel, Word, and PowerPoint.
- Strong Computer Skills, with the ability to learn new software quickly.
- Experience in handling and calculating Commissions.
- Knowledge of NIS (Nissan Information Systems) is a plus.
- Bachelor's degree in Accounting or related field.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- High attention to detail and accuracy.
- Ability to handle multiple tasks and meet tight deadlines.
- Knowledge of standard accounting principles and regulations.
- Relevant certification (e.g., CPA) is a plus.

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