



Founded in 2003, Vista Solutions is an advanced engineering and technology company providing turnkey vision inspection products and solutions to a diverse client base across industries such as Automotive, Pharmaceutical, Food and Beverage, Consumer Products, and Metal Casting.

The Role:

Reporting to the VP of Finance, the **Accounting & Payroll Clerk** will execute daily accounting, payroll & administrative tasks to ensure accounting records are organized.

The Accounting & Payroll Clerk will ensure that Vista is able to meet the reporting requirements associated with the following cycles: customer invoicing, cash receipt and customer cash application, A/P and vendor payments, sales tax filings and remittances, salesperson commission calculations and month-end close.

What You'll Do:

Under the supervision of the VP Finance, the duties and responsibilities of the Accounting & Payroll Clerk include, but are not limited to, the following:

Accounting

- Prepare and process invoicing with a variety compliance requirement;
- Record cash deposits on a timely basis;
- Investigate outstanding client-related deposits and payments (loan payouts, cash back, referrals, etc.);
- Complete monthly reconciliation of all bank accounts;
- Complete monthly reconciliations of all balance sheet account to ensure their accuracy;
- Entry of financial transactions to ensure month end close complete within 3-5 business days;
- Prepare commission calculations and accruals for review;
- Prepare draft GST filing reports; reconciled to General Ledger based on Canada Revenue Agency reporting schedule;
- Assist with monitoring the Company's compliance with local, provincial and federal government reporting requirements; and
- Other duties as assigned.

Payroll

- Administer and prepare payroll and benefits for approval/processing including year-end returns;
- Prepare WSIB remittances;
- Responsible for ensuring:
 - New hires are set up on payroll and benefits properly;
 - Employee terminations are handled according to Company policies and legislation;
 - Payroll register is received securely and on time;
 - Benefits are being accurately and appropriately deducted from employees' pay cheques;
 - All other statutory deductions are accurate on employees' pay; and
- Other duties as assigned.



Administration

- Answer company phone line and assist in sorting mail;
- Assist with general office administration tasks; and
- Other duties as assigned.

What You Bring:

- Degree or diploma in Accounting is required;
- Three (3) to five (5) years of experience in an accounting, payroll or finance role;
- Previous experience administering payroll in Ontario;
- Proficient in Microsoft Office Suite (Outlook, OneNote, and Excel);
- Excellent attention to detail;
- Excellent communication skills (verbal and written);
- Ability to communicate with all levels of staff and management, and external stakeholders;
- Strong business acumen;
- Organized self-starter;
- Ability to maintain confidentiality;
- Flexible and adaptable;
- Customer service orientation;
- Ability to work collaboratively in a team environment; and
- Ability to adapt to changing priorities to meet deadlines.

Nice to Have:

- Experience with NetSuite (ERP System) is considered an asset; and
- Experience with Ceridian is considered an asset.

Why Become a Vista Visioneer?

Innovation, Collaboration, Customer Service, Entrepreneurship and Diversity are the name of the game. These five values are what drives our success, and we strive to reflect these values in everything we do.

As a Visioneer, expect to broaden your industry and field knowledge in collaboration with various stakeholders while developing and delivering innovative solutions for our clients! We maintain an on-site, state-of-the-art laboratory facility complete with robotics, 2D and 3D smart camera vision systems, and more.

Other Visioneer Benefits:

- Giving back to the local community is a top priority. We recognize that this allows us to grow as a team, a company, and most importantly, as individuals #GiveWhereYouLive;
- Comprehensive onboarding and technical training initiative;
- Competitive compensation packages including EFAP access, extended health, vision, and dental benefits;



- Group savings plan (GRSP);
- Healthcare Spending Account (HSA), Wellness Spending Account;
- Social committee initiatives including team Kudos and quarterly *Vista Connect* events;
- Opportunity to work in a collaborative environment across an international team: Vista Canada, Vista USA, and Vista Mexico;
- For more information, check us out online at <https://www.vistasolutions.ca/>

Applications can be sent to hr@vistasolutions.ca

We thank all applicants for their interest in Vista Solutions. We will contact those selected for an interview.

Vista Solutions Inc. is an Equal Opportunity Employer and is committed to providing accommodations for candidates with disabilities taking part in all aspects of the recruitment and selection process. If you require accommodations during the recruitment process, please reach out to our Human Resources Department at hr@vistasolutions.ca