



Established in 1937, Marquis is Canada's largest book manufacturer, offering the best solutions in the field of publishing and communications to thousands of content owners in Canada, the United States and Europe. Marquis has experienced solid growth exceeding 200% in the last five years. Today our team includes more than 600 employees in six business locations across Canada: Montmagny, Quebec City, Louiseville, Sherbrooke, Montreal, and Toronto.

INVOICING CLERK

Marquis Book Printing is looking for an **Invoicing Clerk** for our Scarborough book manufacturing site. This is a **12-month contract role** with the **potential to transition to permanent**.

The Invoicing Clerk is responsible for the processing of customer invoices and credit notes and working closely with the Customer Service team to help address any invoice related concerns.

KEY JOB RESPONSABILITIES:

- Prepare customer invoices in manufacturing ERP and financial system for all orders;
- Ensure quantities, pricing, and freight information matches the information supplied in the order details;
- Follow up and communicate any discrepancies with appropriate department;
- Properly apply sales predefined tax rules;
- Monitor order shipment and invoicing list daily to ensure all orders are invoiced as soon as possible after fulfilment is completed;
- Process requests for credit notes against customer accounts while following established guidelines;
- Respond to requests for invoice copies or backup documentations;
- Support the Accounting Team with bank reconciliations, journal entries, accounts reconciliations, etc.;
- Assist with Intercompany balance reconciliation prior to month end close.

QUALIFICATIONS:

- Diploma in Accounting or related field of study;
- Minimum of 1 year of relevant work experience in A/R, invoicing or other relevant role;
- Proficiency in the Microsoft Office suite;
- Experience with NetSuite and manufacturing ERP systems (an asset);
- Strong organization, communication, and interpersonal skills with great attention to detail;
- Good English communication skills – both verbal and written;
- Ability to work under pressure and prioritize workload.

ADVANTAGES:

- Hybrid work arrangement;
- Growth and advancement opportunities;
- Dynamic team and learning environment;

- Company events;
- Employee Assistance Program.

Are you interested in joining our team as an Invoicing Clerk?

Apply now to jobs@marquisbook.com!

We thank all applicants for their interest, however only those selected for interview consideration will be contacted. Marquis encourages applications from all qualified candidates and is committed to providing accessible employment practices that comply with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation during any stage of the recruitment and selection process, please notify Human Resources.