

## **Accounting Administrator**

Inception Lifebank is a growing biotechnology company based in Mississauga. Inception Lifebank offers its employees a modern day work environment, with an open concept team focused environment, dress casual every day, that offers its employees a competitive compensation and benefits package and is known for the great care we take with clients and employees alike.

**The Company:** Inception Lifebank Cord Blood Program is Canada's largest and most experienced cord blood program in Canada. As a market leader, Inception Lifebank is committed to providing clear and balanced educational information to help Canadian families make an informed decision regarding cord blood banking options.

**The Position:** We're looking for highly motivated **Accounting Administrator**, at our head office in Mississauga, ON. The incumbent is responsible for managing specific administration functions in the Finance department including data entry of contract extension documentation, missing information follow up, reporting and capturing statistical data, as well as maintaining the electronic filing records for the activity. This position is a full-time permanent role, operating during regular business hours.

### **Key Accountabilities**

- Data entry of client contract renewal returns in the Web Portal, ensuring accuracy of data. Follow up on missing or incomplete information.
- Systematically following-up on all outstanding responses using established mechanisms, email, phone etc.
- Perform client follow-up calls for outstanding contract returns.
- Issuing Due Diligence paperwork to close out non-responding clients.
- Managing all client termination activities, including sending out termination documents to client, verifying returned paperwork and discarding records, as appropriate.
- Generating weekly reporting from report server, updating spreadsheets and reports for the board.
- Capturing the required information for reporting and statistical analysis.
- Maintaining electronic filing associated to contract extension activities.
- Other duties, as required.

### **Requirements:**

- Post-secondary education in Basic Accounting
- Basic Accounting knowledge a must
- Minimum of 1-2 years of customer service experience
- Exceptional telephone communications skills
- Excel/Word hands on experience
- Experience with data input and management

Qualified candidates should forward their resume to: [hr@inception.com](mailto:hr@inception.com). Inception Lifebank is an inclusive employer and we encourage applications from all qualified candidates and will accommodate applicants' needs under the human rights codes throughout all stages of the recruitment and selection process. Information received relating to accommodation will be addressed confidentially. We appreciate and review all applications, however, only those qualified for an interview will be contacted.

For more information, visit: [www.inception.com](http://www.inception.com)