



## Junior Bookkeeper

Channel Zero Inc. (CHZ) has an opportunity for a full-time Junior Bookkeeper position at our Toronto office in The Junction (Keele & Dundas). The role of Junior Bookkeeper is to manage the daily accounting functions for Accounts Payable and Receivable for multiple entities, assist the CHZ Group's accounting department with other daily, monthly, and yearly accounting activities, special projects, and other duties as assigned.

### Key Responsibilities:

- Accurately record and process vendor invoices for multiple entities
- Initiate and process bi-monthly vendor payments
- Promptly respond to vendor enquiries in a professional manner
- License fee royalty reconciliations and payments
- Monthly prepaid account reconciliations
- Prepare monthly HST and bank reconciliations
- Record and generate monthly invoices for television subscription sales, license fee sales and other invoicing as required
- Receive and analyze monthly subscription revenue remittance statements and record monthly revenue accruals
- Record daily receipt and prepare weekly bank deposits
- Assist the accounting team with annual budget preparation, preparing and gathering year-end documentation for the annual audit
- Other duties as assigned

### Qualifications:

- A bachelor's degree or college diploma in accounting
- Minimum of 2 years of related experience in the accounting field
- Excellent computer skills – proficient in Excel
- Strong communication skills and professionalism when addressing customer/vendor enquiries or issues
- Exceptional ability to multitask
- Excellent attention to detail, takes pride in quality and accuracy of work
- Ability to effectively analyze data, problem solve, and find working solutions
- A strong desire to learn and be able to work in a fast-paced, collaborative environment
- Ability to work in a team as well as independently and take initiative
- Sage Intacct and QuickBooks accounting software experience would be an asset
- Experience working in a multi-entity environment would be an asset

**Application Deadline: April 28, 2022**

**Quoting ref JB-2022-04 please send your résumé with cover letter and salary expectations, in confidence to: careers@chz.com (no phone calls please)**



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***All employees are required to be fully vaccinated with a COVID-19 vaccine series. The company requires proof of vaccination of all employees. Accommodations will be given due consideration for mandatory exceptions.***

Channel Zero Inc. is a member of the Channel Zero group of companies and along with its subsidiaries, affiliates, and related companies is an equal opportunity employer dedicated to diversity in its workforce. Please note that all qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority. We thank all applicants for their interest; however, only selected candidates will be contacted. No telephone calls or agencies please.

**About Channel Zero Inc.**

Channel Zero is an independent Canadian media company that owns over-the-air channel CHCH-TV and a bouquet of specialty channels including Rewind, Silver Screen Classics, and Halla Bol Kids TV, Canada's first South Asian HD TV channel. Channel Zero's digital sales agency Junction Digital offers advertisers marketing solutions on our owned and operated websites, as well as through our trading desk. The film division of Channel Zero features Ouat Media, an Academy Award® winning film sales and distribution company. Channel Zero's head office is located in Toronto, Ontario. For more information, please visit [chz.com](http://chz.com).



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