



With over a decade of expertise, TVAPE is a global leader in dry herb vaporizer sales, offering unparalleled customer service, innovative content creation, and cutting-edge digital marketing. As one of the world's largest retailers and distributors, we connect brands to businesses and consumers worldwide through our expansive network and industry-leading insights.

TVape is seeking a driven individual who wants to grow and advance with the company to fill the following vacancy:

JUNIOR ACCOUNTANT

(Remote position, company based in Toronto, Canada)

The Junior Accountant role at TVape does not require prior experience and is mainly intended for recent graduates of relevant programs. Hiring will be based on aptitude, attitude, cultural fit, and willingness to learn.

Candidates with previous work experience are also welcome to apply.

Any interested applicant is required to work in our time zone without exception:

Monday-Friday, 7:00 AM - 3:30 PM EST

Job Description:

As a Junior Accountant, you will leverage your expertise in accounting and advanced Excel skills to maintain and improve our pricing processes while supporting various operational accounting tasks. You'll collaborate with cross-functional teams, including IT and accounting, to enhance automation, streamline workflows, and ensure financial accuracy.

Job Responsibilities:

- Maintenance of Account Receivables, including the collection of overdue payments, and providing customers with Statements of Account
- Accepting EMT's, EFT's, & cheques
- Reviewing & processing of refund requests tickets
- Check and prepare files for chargeback disputes
- Reconciliation of bank and credit card statements
- Posting of financial transactions to appropriate accounts & General Ledger in Netsuite
- Manage and enhance the central Excel pricing list, ensuring it remains up-to-date and continuously improved to meet business needs.
- Process & simplify general cost calculation principles for effective implementation in pricing strategies.
- Collaborate with the IT team to automate pricing tasks using algorithms, ensuring effective communication and price implementation into our e-commerce & ERP systems
- Prepare reports as required by management

Job Requirements:

- Be available to work **Monday-Friday, 7:00 AM - 3:30 PM EST**
- Must be Fluent speaking and writing in English
- Strong Microsoft Excel skills, including managing data tables, creating automated formulas. **Willing to learn and apply advanced Excel functions as needed**
- Must have own personal computer or laptop suitable for work purposes
- **Degree in Commerce, Business Administration, Economics, or Accounting or related field**
- Possess an understanding of booking entries into journals and the general ledger
- Experience in pricing coordination, accounting or bookkeeping or using using ERP's would be a plus, but not required
- Strong mathematical skills, including proficiency in arithmetic, percentages, and formula-based calculations to support accurate pricing decisions
- Strong analytical, organizational, and reporting skills with a focus on accuracy and deadlines
- **Must submit academic grades and transcript of records**

What we offer:

- Fully remote work opportunity
- 10 paid holidays
- 10 paid vacation leaves
- Chance to work with the Canadian leader in the vaporizer market
- A great company culture that values innovation and teamwork
- Exciting growth opportunities within the company

Compensation: Starting at \$500 USD per month, with an increase to \$550 USD per month after 6 months

Target Start Date: Immediately

How to apply:

Qualified applicants are requested to submit their **updated resume** to careers@tvape.com with the subject title "Applying for Jr. Accountant"

Check out our **About us Page** at <https://tvape.com/about-us>, to find out more about who we are & our unique company culture!

Only shortlisted candidates will be notified.