



**Position title: Royalty Accounting Clerk – 1 year contract**

Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. On behalf of its members, representing thousands of artists and record companies, Re:Sound licenses recorded music for public performance, broadcast and new media.

Re:Sound wishes to recruit a Royalty Accounting Clerk (1 year contract) to aid the Finance Department with the goal of providing accurate and timely financial information.

Reports to: Royalty Accounting Assistant

Principal Duties and Responsibilities:

- Record and reconcile tariff payments from radio stations, cable companies and other customers.
- Follow up on overdue tariff payments.
- Maintain database of financial contacts.
- Monitor new stations to be added to Re:Sound system.
- Perform other duties as assigned.

Job specification Key competencies/Educations:

- Post secondary education or commensurate general accounting experience .
- 1 to 3 years relevant experience.
- Prior AR experience an asset .
- Strong attention to details.
- Strong knowledge of Microsoft Office suite of products, particularly Excel and Word.
- Ability to work independently.

Re:Sound offers a competitive salary and benefits package. Re:Sound is an equal opportunity employer and is committed to diversity in its workforce.

If you would like to be considered for the position, please forward your resume and cover letter by fax: (416) 962-7797 or email: [jobs@resound.ca](mailto:jobs@resound.ca). We thank all applicants in advance – only those selected for an interview will be contacted.