SIXMOVING.CA

MOVING | STORAGE | PACKING | BOXES

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Accounting Clerk (Invoicing & Payments)

- **Job Type:** Full-Time, On-Site
- **Pay:** $18 per hour to start
- **Location:** North York, Toronto
- **Schedule:** Monday to Friday

About Us

Six Moving is one of Toronto's leading moving and storage companies, recently voted the GTA's Top Choice Moving Company of 2026. We're professional, reliable, and just different enough to be memorable, starting with our **iconic pink moving trucks** you've probably spotted around the city.

From moving and packing to storage and everything in between, we cover the entire journey under one roof and hold ourselves to a high standard at every step. The pink trucks get the attention, but it's the standards behind them that keep people booking.

We're growing, and we're looking for a detail-oriented **Accounting Clerk** to keep our invoicing and payments running accurately and on time.

The Role

This role keeps the money side of Six Moving organized, accurate, and on schedule. You'll prepare and send client invoices, apply incoming payments, and follow up on outstanding balances in a way that stays friendly and professional, so clients feel looked after even when it's a reminder about a bill.

You'll also keep our records clean and reconciled, flag anything that looks off early, and work closely with the office and operations teams so billing always matches what actually happened on the job. Precision matters here, and so does staying calm and organized when several things need attention at once.

Responsibilities

- Prepare and send accurate client invoices on time
- Process incoming payments and apply them to the correct accounts
- Follow up on outstanding and overdue balances promptly and professionally
- Reconcile accounts and flag discrepancies to the team early
- Process vendor bills and payments
- Maintain accurate, well-organized financial records
- Support month-end tasks and basic reporting
- Coordinate with the office and operations teams to confirm billing details
- Respond to client and vendor billing inquiries clearly and courteously

Requirements

- Strong attention to detail and accuracy with numbers
- Solid organization, time management, and follow-through
- Comfortable working on a Mac and in Google Workspace
- Comfortable using accounting or bookkeeping software
- Clear, professional communication in English, both written and verbal
- Discretion and good judgment with confidential financial information
- Available full-time, Monday to Friday
- A genuine team player who takes pride in doing things well

Nice to Have

- 2+ years in an accounting, bookkeeping, accounts receivable/payable, or invoicing role
- Experience with FreshBooks or a similar accounting system
- Familiarity with Canadian sales tax basics (HST/GST)
- Experience in moving, the trades, logistics, or another fast-paced service business

Work Environment

This is a **full-time, in-person role based at our North York office**. You'll be part of a small, close-knit team in a fast-paced setting where priorities can shift quickly and no two days look quite the same. You'll have plenty of support as you get to know our systems and processes.

Compensation

- $18 per hour to start
- Every new team member **starts with a paid training and trial week**. You're paid from day one, and it gives both of us a chance to make sure the role is the right fit

Benefits and Perks

- Room to grow with a supportive team
- Employee discounts on Six Moving services, PinkPack rentals, and BoxShop products
- On-site parking
- A friendly, casual office

How to Apply

Please email your resume along with your answers to the screener questions below to **info@thesixmoving.ca**.

1. Which accounting or bookkeeping software have you used (for example, FreshBooks)? If none, how do you feel about picking up new software quickly?
2. Our office runs on Mac and Google Workspace. How comfortable are you working in that environment day-to-day?
3. This role involves detailed, deadline-driven work. Tell us briefly how you keep invoices and records accurate and organized when several things need attention at once.
4. Please rewrite the following as a professional payment reminder to a client: *"hey u still havent paid ur invoice from last month pls send asap."*

Have a question about the role? Don't hesitate to reach out at the same address. We look forward to hearing from you!