

ACCOUNTS PAYABLE CLERK

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Whistler
Address of the Job	
Job Type	;#Full Time;#Permanent;#Year-round;#
Availability Requirements	;#Monday to Friday;#Mon- Fri, 8am-4pm generally with some flexibility;#
Level / Salary Range	\$21/hr
Years of Experience	1-2 years
Position Area	
Date Job Posted	11/12/2018 12:00:00 AM
Application Deadline	12/12/2018 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	<a href="mailto:talent@whistler-jobs.com">talent@whistler-jobs.com</a>
How to Apply	TO APPLY: <a href="http://www.whistler-jobs.com/job/junior-bookkeeper/">www.whistler-jobs.com/job/junior-bookkeeper/</a> Applications received via email will be redirected to the website
Job Description	<p>One of Whistler’s longest standing construction services companies has an opening for an Accounts Payable Clerk. This junior bookkeeping role is perfect for someone looking to grow a budding accounting career within a great organization.</p> <p><b>Responsibilities Include:</b></p> <ul style="list-style-type: none"> <li>- Primarily responsible all data entry and record keeping of Accounts Payable.</li> <li>- Accurately entering supplier invoices into accounting software. - Prepare and submit payroll.</li> <li>- Ensuring the careful recording of the supplier records, invoices and payments.</li> <li>- Some administrative task and support as required.</li> <li>- Tactful and discreet when dealing with sensitive and confidential information.</li> </ul>

WorkBC Employment Services – Job Posting

	<ul style="list-style-type: none"> <li>- Assist with accounting and operations department with tasks and projects as needed.</li> <li>- Upholding company Core Values.</li> </ul>
<b>Accessibility</b>	
<b>Desired Qualifications and Experience</b>	<p><b><i>The Perfect Candidate:</i></b></p> <ul style="list-style-type: none"> <li>- At least 2-3 years of accounts payable experience.</li> <li>- Some accounting and finance courses or degree in commerce very beneficial.</li> <li>- Organized, great attention to detail; Able to work quickly and efficiently.</li> <li>- Strong computer skills including advanced knowledge of MS Office programs (word and excel).</li> </ul> <p><b><i>Additional Information About the Role:</i></b></p> <ul style="list-style-type: none"> <li>- Full-time, Year-round, Permanent.</li> <li>- Regular office hours (Mon- Fri, 8am-4pm generally with some flexibility).</li> <li>- Starting at \$21 per hour based on experience.</li> <li>- Friendly, easy-going office setting with a close-knit team.</li> <li>- Extended health coverage, vacation pay plus educational assistance for the right candidate.</li> </ul>
<b>Opportunity Type</b>	?