

WorkBC Employment Services – Job Posting

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;#Part Time;#Year Round;#
Availability Requirements	;#8:30 to 4:30 with flexibility;#
Level / Salary Range	\$21 /hr
Years of Experience	3-5 years
Position Area	Skilled
Date Job Posted	12/3/2018 12:00:00 AM
Application Deadline	1/3/2019 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/junior-bookkeeper/ 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>Responsibilities Include:</p> <ul style="list-style-type: none"> - Primarily responsible all data entry and record keeping of Accounts Payable. - Accurately entering supplier invoices into accounting software. - Prepare and submit payroll. - Ensuring the careful recording of the supplier records, invoices and payments. - Some administrative task and support as required. - Tactful and discreet when dealing with sensitive and confidential information. - Assist with accounting and operations department with tasks and projects as needed. - Upholding company Core Values.

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<p>Accessibility</p>	
<p>Desired Qualifications and Experience</p>	<p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - At least 2-3 years of accounts payable experience. - Some accounting and finance courses or degree in commerce very beneficial. - Organized, great attention to detail; Able to work quickly and efficiently. - Strong computer skills including advanced knowledge of MS Office programs (word and excel). <p><i>Additional Information About the Role:</i></p> <ul style="list-style-type: none"> - Full-time or Part-time scheduled, year-round. - Regular office hours – 8:30 to 4:30 with flexibility. - Starting at \$21 per hour based on experience. - Friendly, easy-going office setting with a close-knit team. - Extended health coverage, vacation pay plus educational assistance for the right candidate
<p>Opportunity Type</p>	<p>?</p>