

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;#Year Round;#
Availability Requirements	
Level / Salary Range	Competitive wage
Years of Experience	
Position Area	
Date Job Posted	11/26/2018 12:00:00 AM
Application Deadline	12/26/2018 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/accounts-payable/ Applications received via email will be redirected to the website
Job Description	<p>One of Whistler’s most respected and largest employers has a full-time, year-round opening for an Accounts Payable Clerk to join their finance team.</p> <p>Ideal for someone who has accounts receivable experience with strong attention to detail and a passion for numbers that is looking for a new challenge with a progressive and growing company.</p> <p>Duties / Responsibilities include:</p> <ul style="list-style-type: none"> - Primarily responsible for all data entry and record keeping of Accounts Payable for several venues. - Record supplier invoices into Accounting Software and ensure accurate recording of detailed invoices. - Use initiative to flag and investigate any unusual invoices, prices or duplicate items. - Responsible for obtaining approval for all invoices. - Act as primary contact for communication with suppliers and take responsibility for responding to supplier queries sent to the payables e-mail. - Use experience to offer suggestions for improvements in process.

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	<ul style="list-style-type: none"> - Maintain historical records by filing documents. - Maintain confidentiality of information. - Prepare electronic transfers and cheques for review and approval. - Complete bank deposit log, deliver cheques to bank, collect post, and ad hoc finance tasks where necessary.
Accessibility	
Desired Qualifications and Experience	<p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - Some experience in accounts payable/receivable with strong attention to detail and a passion for numbers. - Experience with accounting software (SAGE 300 preferred). - Proficient in data entry and management. - Ability to work in a team environment as well as work independently with minimum supervision. - Able to prioritize tasks and meet deadlines. - Proactive, self-starter who can ask questions where necessary and be willing to take on new tasks within the finance function when necessary. <p><i>Additional Information About the Role:</i></p> <ul style="list-style-type: none"> - Full-time, year-round position. - Competitive wage based on qualifications and experience. - Approximately 4 team events a year (in the past this has included watching Ice Hockey in Vancouver, Treetop Adventure (TAG), RTV tours, and meals out). - Spirit Pass is available. - Access to Corporate Golf membership (Summer). - 20cm + snow deferred start time rule (until 11am). - Working with one of the biggest and most exciting teams in town.
Opportunity Type	<p>?</p>