

WorkBC Employment Services – Job Posting

ACCOUNTS PAYABLE / OFFICE FACILITATOR

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Black Tusk Fire & Security Inc.
City of the Job	Whistler
Address of the Job	109-1330 Alpha Lake Road, Whistler
Job Type	;#Full Time;#Permanent;#year-round;#
Availability Requirements	;#Monday to Friday;#office hours from 8:30 AM to 5:00 PM;#
Level / Salary Range	
Years of Experience	
Position Area	Skilled
Date Job Posted	1/3/2019 12:00:00 AM
Application Deadline	1/31/2019 12:00:00 AM
Contact Name	Natasa
Contact Phone Number	Fax Number: 16049351124
Contact Email	hr@btfsi.com
How to Apply	If this position sounds of interest to you, please email hr@btfsi.com with your current resume and cover letter. We thank all applicants, but only those qualified will be contacted for an interview.
Job Description	<p>Black Tusk Fire & Security is one of BC’s most trusted fire safety and security providers, servicing the Sea to Sky region and Lower Mainland. With divisions in Fire, Security and Guard Services, we have been in business for over 15 years; handling anything from fire extinguisher inspections in office to implementing fire safety plans for commercial sites. We currently have 3 offices, located in Whistler, Squamish and North Vancouver.</p> <p>Duties:</p> <ul style="list-style-type: none"> - Manage company finances, coordinate administration duties and office procedures - Develop systems to account for financial transactions by establishing a chart of accounts; define bookkeeping policies and processes - Prepare journal entries - Month-end close responsibilities - Process credit card and cheque payments - Sales tax GST/PST/ recording remittances - Record cash receipts and bank deposits - Maintain general office flow

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	<ul style="list-style-type: none"> - Uphold company assets (vehicles, etc.) with correct paperwork, insurance, maintenance records - Communicate with customers via phone, email, mail or in person - Special projects as required by management
Accessibility	;#Accessible by Public Transit;#
Desired Qualifications and Experience	<p>Skills/Qualifications:</p> <ul style="list-style-type: none"> - Proven bookkeeping experience - Recognized ability to calculate, post and manage accounting figures and financial records - University/College degree or certification in a related discipline is considered an asset (Education in Finance, Accounting or Bookkeeping) - Computer literate, with strong data entry skills and effective working knowledge of Microsoft Office or relevant computer applications - High degree of accuracy and attention to detail - Capacity to communicate effectively with individuals at all levels of the company - Excellent time management skills with the ability to multitask and prioritize work - Motivated self-starter who is unafraid to take initiative and solve problems - Aptitude for improving systems and processes <p>Additional Information:</p> <ul style="list-style-type: none"> - This is a full-time, year-round position; Monday to Friday, with office hours from 8:30 AM to 5:00 PM - Competitive wages based on qualification and experience - Extended Benefits Package - Option to work out of our Whistler or Squamish Office
Opportunity Type	?