

ACCOUNTS PAYABLE CLERK

| | |
|---------------------------|--|
| Area of Relevancy | ;#Sea to Sky;# |
| Company / Employer | Whistler Personnel Solutions |
| City of the Job | Whistler |
| Address of the Job | 37 – 5151 Nita Lake Drive, Whistler |
| 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 | 1/6/2019 12:00:00 AM |
| Application Deadline | 2/6/2019 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>Duties:</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. |
| Accessibility | |

WorkBC Employment Services – Job Posting

| | |
|---|--|
| <p>Desired Qualifications and Experience</p> | <p>Skills/Qualifications:</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>Additional Information:</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> |