



Accounting Clerk

The Pioneer Group of Companies, which includes Pioneer Log Homes of British Columbia, is hiring an Accounting Clerk for our dynamic Corporate Office. This position is three-fold, providing accounts payable, accounts receivable, and contract management duties. The ideal candidate should work well in a dynamic and entrepreneurial team environment, understand the principles of accounts payable and accounts receivable, have a high level of accuracy, be a proactive self-starter, able to prioritize, and able to work with little supervision.

Responsibilities:

- Full cycle accounts payable and accounts receivable in a computerized environment.
- Review supplier invoices for valid coding, approvals, and tax treatment.
- Liaise with vendors/clients regarding invoice details and payment status.
- Resolution of invoice discrepancies.
- Sorting, batching, and data entry of all invoices.
- Reconcile vendor statements to accounts payable sub ledger and perform other account reconciliations as assigned.
- Complete monthly accounts payable cheque runs and direct deposits.
- Process and reconcile corporate credit card transactions and perform data entry.
- Ensure clients maintain a current balance and address those with past due amounts.
- Process payments.
- Administration of contracts.
- Maintain file management systems.
- Handling and distributing incoming and outgoing calls, correspondence, mail and couriers.
- Continue to look for effective and efficient ways to improve day to day operational objectives.
- Performs other related duties as assigned.

*****Please see following page for Skills and Experience*****

Desired Skills and Experience

- Minimum 2 year accounts payable or accounts receivable experience is required.
- Strong knowledge of the accounts payable and accounts receivable cycle.
- Solid understanding of bookkeeping and accounts payable and accounts receivable principles.
- Experience with Excel, Word, Outlook.
- Experience with Quickbooks would be considered an asset.
- High level of accuracy.
- Strong analytical and problem solving skills.
- Excellent communication and organizational skills.
- Self-motivated and versatile enough to work in a team setting, or independently without constant supervision.

Wage commensurate with experience.

CLOSING DATE: June 9, 2017

If you meet the above requirements and want to be part of a successful team offering a bright future then we want to hear from you! Please submit your resumé along with a cover letter **showing how you meet the requirements** to hr@pioneerloghomesofbc.com.

No phone calls please.

Only those applicants selected for an interview will be contacted.