



Simpco Resources LLP

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Job Posting

ID# 21033 – Accounting Clerk

WHO ARE WE:

Located in the beautiful North Thompson valley, at Simpco Resources Group we provide environmental, management, and operational services while preserving Simpco culture and heritage with respect towards the environment. Our goals include creating economic growth from the commercial development of natural resources within the Simpco'ulécw (Simpco Territory) by being the major contractor and competing for work in both the public and private sectors.

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WHAT'S THE JOB?

Simpco Resources LLP is looking for an experienced **Accounting Clerk** to assist with accounts payable and receivable duties within the Finance Department. This position will work closely with Senior Accountants and other finance department staff to process accurate and timely accounting data in a fast-paced, dynamic, project focused environment. Explorer Eclipse, a paperless fully integrated accounting and project management software designed for the construction industry, is utilized to manage all finance functions.

WHAT YOU DO?

- Accounts Payable support and backup for Accounts Payable Administrator. This includes the coding of vendor invoices, reconciling monthly statements, maintaining vendor relations, and preparing payments to vendors.
- Accounts Receivable support. This includes preparation and posting of project related invoices to clients.
- Preparation of journal entries as required.
- Support to project managers, vendors and customers as required.
- Other accounting duties as assigned.

WHO ARE WE LOOKING FOR?

- Possess a two-year business diploma, including introduction to accounting and Microsoft Office. Experience with Microsoft Excel and ERP Systems is preferred.
- At least two years of accounting experience, preferably with invoicing and payables
- Grade 12 minimum with combination of experience and education

- Organized self-starter with a commitment to accuracy and thoroughness.
- Collaborates, coordinates, and communicates with others effectively.
- Communicates with staff and clients with courtesy, tact, and diplomacy.
- Exceptional attention to detail and excellent organizational skills.
- Ability to respond to multiple and changing priorities.
- Valid driver's license and clean abstract.

WHAT CAN WE OFFER YOU?

- Competitive Compensation
- Positive and collaborative team
- Meaningful work
- Ability to work remotely.

Application Deadline: July 29, 2021

Thank you for your interest, however, only those selected for interviews will be contacted.
Preference will be given to qualified applicants of Aboriginal ancestry as per
Canada's Human Rights Act and legislation surrounding Employment Equity.

Please submit cover letter and resume via email to careers@simpcwresourcesgroup.com with the Subject Line:
ID# 21033 – Accounting Clerk by 11:59pm on the closing date.