

Accounting Clerk – (Full-time, Permanent)

We are looking for a motivated individual for to join the finance team in our head office, located in Campbell River.

Responsibilities could include

- Purchase Orders / Job Costing
- Accounts Payable
- Purchasing
- Fleet Management
- Credit card reconciliations
- Accounts Receivable including Collections
- Providing support and vacation coverage for multi company/ multi province payroll

Education and Experience

- knowledge of Sage 300 is an asset
- Multi company experience is an asset
- 3-5 years general accounting experience
- Full cycle bookkeeping experience is an asset

Key Competencies

- excellent verbal, phone and email communication
- must be a team player
- attention to detail and high level of accuracy
- ability to problem solve
- organizing, prioritizing and ability to meet deadlines
- ability to work in a busy office environment with frequent interruptions

We offer competitive compensation and benefits package.

Please send resume and cover letter to accounting@domcor.ca no later than Oct 18, 2017