



Accounting Assistant

Posting Number: 04 - 2019

Job Classification: Salary

Job Position: Accounting Assistant

Hours of Work: Full Time - 8 AM to 4 PM

Job Description:

Reporting to the Quarry Accountant, this position is responsible for assisting the accounting department at Orca Sand & Gravel. This position works closely with the accounting staff and maintenance purchasers to provide high quality record management and helps organize and maintain financial information. The successful candidate must have excellent communication and interpersonal skills.

Qualifications:

- Detail oriented
- Good communication skills – verbal and written
- Proficient in Microsoft Excel/Word
- Previous accounting experience ideal
- Ability to multi-task
- Customer service attitude
- Excellent time management skills

Candidates must be able to start immediately

Interested Candidates may apply by dropping off a resume in person (between 8AM-4PM)
Orca Sand & Gravel LP 6505 Island Highway, Port McNeill BC

Mail a resume to
Orca Sand & Gravel LP PO Box 699, Port McNeill BC, V0N 2R0

Email a resume to resumes@orcasand.ca
