



Campbell River, BC

# Accounts Payable Administrator

## Our Opportunity

We are seeking an experienced Accounts Payable Administrator to join our Finance and Administration Team. This individual will be primarily responsible for data entry of accounts payable invoices and with credit card receipts. They will play a key role within our existing team of Support Service professionals.

The successful applicant will maintain a high level of accuracy in preparing and entering financial information. They will have effective organizational and interpersonal skills and the ability to manage their own workload and schedule. Effective communications, self-motivation and a strong work ethic are critical to this role.

## Qualifications:

- » Advanced level of working knowledge in Microsoft Office, specifically in Excel,
- » Proficient in learning highly detailed Project Management software,
- » Excellent written and verbal communication skills and interpersonal skills, including the ability to navigate sensitive issues with professionalism and maintain a level of confidentiality,
- » Knowledge and skills related to bookkeeping. Preference will be given to those with formal education and past data entry experience,
- » Committed to making sure deadlines are maintained and achieved while ensuring accuracy and completeness of information,
- » Sound working knowledge of accounts payable processes and the impacts on general ledgers,
- » Strong attention to detail,
- » Proven track record of impressive customer service skills.

We pride ourselves on maintaining a **safe, respectful** and **fun** work environment that promotes values such as teamwork, professional accountability, and work/life balance. All applicants must be enthusiastic workers and learners who thrive and excel in a team environment. Positive attitude and dedication to workplace safety are critical to your role with our team.

We offer a competitive compensation package with comprehensive benefits for full-time employees.

Visit our website at [www.snrc.ca](http://www.snrc.ca)

Applications will be accepted until Friday, August 17th.

Please apply with confidence by forwarding your resume and cover letter by e-mail (as an attachment in PDF or MS Word format with "Accounts Payable Administration Application" in the e-mail subject line) to [employment@snrc.ca](mailto:employment@snrc.ca).

We would like to thank all applicants for their interest; however, only those considered for an interview will be contacted. For more information regarding this opportunity, please e-mail above address.