



ACCOUNTING CLERK

Fraser River, Pile & Dredge (GP) is Canada's largest Marine Construction and Dredging contractor. The company is privately owned with operations mainly in Western Canada and the Northwest Territories. FRPD's versatile fleet of cutter suction and hopper dredges, spud barges, cranes, dump barges, flat scows and extensive list of support equipment is ready to complete all types and sizes of Marine Construction, Environmental Remediation, Dredging and Land Foundation projects. FRPD's experienced and enthusiastic Project Teams are dedicated to exceeding our existing and future clients' expectations.

We are seeking an Accounting Clerk to maintain Accounts Payable records and to additionally provide relief assistance to reception as required. This is a maternity leave replacement for a busy AP desk and is perfect for a friendly team-player that has good communication skills, likes to learn and has excellent organizational skills.

Key Responsibilities:

- Accurately code invoices and ensure taxes are properly recorded
- Check all invoices to ensure price paid matches purchase order and invoices are approved by appropriate department heads
- Process & enter batches of invoices in Timberline
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, maintaining filing and record systems, faxing and photocopying
- Performs calculations and makes corrections where necessary
- Understanding and maintaining a high standard for internal controls and ensuring that they are followed as appropriate
- Maintain accounts payable files
- Process staff expense reports
- Perform other duties as required

Required Skills:

- Computer literate, intermediate knowledge of MS Office programs (Outlook, Excel and Word)
- Strong organizational skills with the ability to prioritize tasks to meet deadlines and work well under pressure in a fast-paced environment
- Excellent interpersonal skills & strong time management skills
- Effective communication skills both verbal and written
- Demonstrated attention to detail including data entry accuracy
- Excellent ability to think critically and problem solve in a fast paced environment with multiple deadlines
- Ability to maintain confidentiality
- Ability to learn quickly, be flexible and adaptable both independently and as part of a team
- Self-starter capable of working with minimal supervision

Qualifications:

- Some College/University preferred
- Minimum of 2 years post-secondary education
- Minimum of 2 years accounts payable and accounting experience
- Good understanding of accounting processes and procedures

Qualified candidates are invited to submit their application to
careers@frpd.com (please state job title in email subject line)

We thank all applicants for their interest; however only those selected for an interview will be contacted.