



EMPLOYMENT OPPORTUNITY

Skwlax Resource Management Ltd. is a sustainable indigenous owned construction and forestry company located in Chase, British Columbia. Skwlax Resource Management Ltd. is dedicated to creating economic opportunities within the local community, and for the local community while maintaining a commitment to land stewardship and responsible innovation.

Accounts Payable Clerk

Skwlax Resource Management Ltd. is currently seeking a full time, permanent **Accounts Payable Clerk** based out of our offices in **Chase, British Columbia.**

Key Job Duties:

- Processing accounts and outgoing payments in compliance with SRM financial policies & procedures
- Assist in improving efficiency and accuracy of AP/AR systems, processes, etc.
- Perform day-to-day financial transactions, including verifying, classifying, and recording accounts payables data
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Other duties and tasks as assigned.

Qualifications and Experience:

- Certificate or Diploma in Bookkeeping or related discipline, or combination of education and related work experience.
- Experience with Accounts Payables and/or bookkeeping.
- Previous experience in construction an asset.
- Previous experience working with First Nations an asset.

Skills and Knowledge:

- Strong understanding of accounting procedures.
- Proven ability to calculate, post and a manage accounting figures and financial records
- Data entry skills
- Hands-on experience with spreadsheets and proprietary software
- Proficient in English and MS Office (Including Word, Excel, Outlook, Visio)
- High degree of accuracy and attention to detail
- Ability to maintain Company integrity through confidentiality and discretion

TO APPLY:

Please submit your resume directly to hr@skwlax.com

Skwlax Resource Management Ltd. is an equal opportunity employer. Thank you in advance for including us in your career search!