



# 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 Receivable Clerk

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

### Key Job Duties:

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables data
- Prepare bills, invoices, and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Verify discrepancies by and resolve clients' billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status

### Qualifications and Experience:

- Certificate or Diploma in Bookkeeping or related discipline, or combination of education and related work experience.
- 1 – 3 years of experience with Accounts Receivables 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](mailto:hr@skwlax.com)

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