

Accounts Payable/Job Cost Clerk Quesnel, BC

Emcon Services Inc., a Road and Bridge Maintenance Contractor based in Quesnel, B.C. is seeking applications for an **Accounts Payable/Job Cost Clerk** position in our Quesnel office. The main function of this position will be to assist within the financial aspects at the Quesnel office and to work with the management team to create “financial focus”. The position also requires an individual who can handle multiple priorities and deadlines in a busy and complex office environment, as well as, possess strong administrative skills, excellent verbal and written skills, be well organized and have solid computer experience and knowledge. Experience with Microsoft Office (Excel, Word, Access) would be an asset.

Duties and responsibilities include, but are not limited to: Accounts Payable, Accounting duties, Job Costing, Excel reports, confidential filing and other general office/clerical duties such as typing, data entry, etc. This position requires above average attention to detail, accuracy and confidentiality.

The rate of pay starts at \$17.00/hour and is excluded from Union Membership. Hours of work are Mon to Fri, 8:00 a.m. to 2:30 p.m.

As this position requires operation of Company Vehicles, please include a driver's abstract in your application along with any relevant education and experience.

Only short listed candidates will be contacted and hiring is subject to pre-employment drug testing.

Please mail, fax or e-mail resumes no later than May 29, 2017 to:

HR Manager
Emcon Services Inc.
#105-1121 McFarlane Way
Merritt, B.C. V1K 1B9
Fax: 250-378-4106
E-mail: cfrancis@emconservices.ca

No phone calls please.