



## JOB OPPORTUNITY

### HY-TECH DRILLING IS LOOKING FOR AN ACCOUNTS PAYABLE / PAYROLL CLERK TO JOIN OUR GROWING TEAM IN SMITHERS, B.C.

The Accounts Payable/Payroll Clerk is a full-time position that is responsible for ensuring accurate and timely posting and payment of Accounts Payable, as well as being backup for Payroll. The incumbent works with many departments, clients, and managers therefore require strong interpersonal skills and the ability to develop relationships. As errors in payments to vendors or employees can have significant consequences, the Accounts Payable/Payroll Clerk requires accuracy and attention to detail.

#### EXPERIENCE & QUALIFICATIONS

- Strong team orientation and customer service attitude
- Ability to handle sensitive and confidential information appropriately
- Detail oriented with a focus on accuracy
- 2-5 years of experience in Accounting or Bookkeeping, performing Accounts Payable, Accounts Receivable, Payroll, and general office duties
- Strong computer skills, proficient in Simply Accounting and Microsoft Office
- Eager for new challenges
- Ability to balance multiple priorities and meet deadlines
- Ability to work independently following system processes
- Ability to communicate clearly and concisely, both orally and in writing
- Minimum high school diploma or GED
- Post-secondary courses in Bookkeeping or Accounting are an asset
- Valid Class 5 Driver's Licence

#### WHAT HY-TECH OFFERS YOU

- Office hours are 8:00am - 5pm Monday-Friday
- Competitive full benefits package and employer-matched RRSP program upon successful completion of a 3-month probationary period
- Family access to Bulkley Valley Pool and Recreation Centre
- Career growth, development and continuous learning opportunities

<b>APPLICATION DEADLINE</b>	February 23, 2018
<b>HOW TO APPLY</b>	Email your resume and cover letter to <a href="mailto:jobapps@hy-techdrilling.com">jobapps@hy-techdrilling.com</a> , including "Accounts Payable/Payroll Clerk" in the subject line, or drop off in person, at 2715 Tatlow Road in Smithers.
<b>FOR MORE INFORMATION</b>	Gina Anderson: 250-847-9301 extension 2031

