

WE'RE HIRING

ACCOUNTS RECEIVABLE CLERK

Corporate Department

Courtenay, BC

We are looking for an **Accounts Receivable Clerk** to join our team of experienced and skilled professionals in the Ecofish Corporate Department. We provide a safe, supportive and engaging culture that is based on innovation, collaboration, integrity, with the opportunity to realize your career potential. Our compensation plan is competitive and there are great opportunities for growth and advancement through mentorship, training, and other professional development opportunities.

The successful candidate will be welcomed into a dynamic and collaborative team of professionals supporting a consulting firm dedicated to science-based, ethical environmental consulting. This role will be responsible for:

- Collecting, preparing, organizing data to complete invoicing for each project; ensuring required back up is included with invoice (purchase orders, accurate coding and authorization).
- Ensuring all invoices are issued and delivered to clients within the required timeline.
- Completing accounts receivable reports; contacting clients for collections and payment date information.
- Supporting the payment completion process of receiving, processing, verifying, and reconciling invoices.
- Assisting the Corporate Department with administrative tasks, as necessary.



Qualifications and Skills:

If you have the following qualifications and are looking for an exciting and challenging opportunity, we would like to hear from you.

- Completed or in the process of completing a post-secondary diploma in business administration, accounting or equivalent related field.
- Strong attention to detail and a commitment to quality, and excellence.
- Strong computer skills including MS Office Suite.
- Effective communication skills, both oral and written.
- Excellent time management, organizational skills and multi-tasking skills.
- Prior experience with accounts payable, billing and accounts receivable, preferable.

Apply now!

Interested applicants can send a resume and cover letter that clearly identifies their experience as well as three references to apply@ecofishresearch.com. **Applications will be accepted until February 7, 2020.** Only those applicants that are selected for an interview will be contacted. No phone calls please.

