



POSITION SUMMARY

The Accounting Technician provides crucial support to the overall administration of the organization, especially when it comes to Accounting and Office Management

DUTIES AND RESPONSIBILITIES

- Manage all Accounts Receivables for Nupqu
 - Input into Quantum and invoice master spreadsheet
 - Input as soon as received payment from Clients
 - Bank deposits on a weekly basis
 - Manage all collections on overdue receivables
 - Make decisions on processing all payment for Nupqu
 - Providing AR reports and data for Controller as required
- Providing administration support for management team
- Answering Phone and directing calls
- Maintain confidentiality on all matters relating to the affairs of Nupqu

POSITION QUALIFICATIONS

Education

- Grade 12 Diploma or equivalent
- Post-Secondary Diploma or Degree in Business Administration or Accounting considered an asset
- Formal training in accounting or Sage Accounting Software from a recognized training facility considered an asset

Required Skills, Knowledge and Experience

- 2+ years of related experience and/or training
- Proficient use of the latest versions of Microsoft Word, Excel, email and web searches
- Knowledge of Sage Quantum Accounting Software
- Strong understanding of accepted accounting and bookkeeping principles and procedures
- Effective communication skills – oral, written & interpersonal
- Ability to perform filing and record keeping tasks
- Data entry and word processing skills
- High level of integrity, with a strong sense of urgency and results orientation
- Ability to prioritize when working on multiple projects simultaneously
- Strong sense of accountability with the capacity to seek assistance when required in a timely manner.

Certificates & Licenses:

- Occupational First Aid Level 1 (rotation basis between office staff)
- Valid Class 5 BC Driver's License (can be working towards this goal)

WORKING CONDITIONS

The Accounting and Administration Assistant is based out of an office setting. This will require extended periods of sitting and extended periods of computer and office equipment use, which can cause muscle strain. Some light lifting of supplies and materials from time to time is also required. This is a salary position based on a 37.5 hour work week. It is understood that should extra hours be needed at times to meet expectations and work load, compensation for this time will be included in the salary wage.

Travel Requirements

- Light travel required within Cranbrook.