



## TLA'AMIN MANAGEMENT SERVICES LP

### **Tla'amin Resorts and Accommodations Inc. Accountant Clerk Job Posting**

**Permanent Full time, Monday-Friday start time-immediately. Reports to Controller**

**Specific skills include:**

- To accurately post revenues and expenditures.
- To assist in collection on a timely basis.
- To assist in the month-end accounting processes including bank reconciliations and inventory.
- To ensure the accuracy of Lund night audit transactions and monitor their adherence to proper procedures.
- To ensure timely distribution of all daily reports.
- Establish and maintain a proper filing system for all documents related to sales and expenses.
- To ensure there is an effective system of purchasing, receiving, and control of supplies in place at all times with proper requisition procedures.
- To ensure usual and exceptional purchases are approved consistent with the budgeting and forecasting system.
- To ensure all accounting procedures comply with company standards.
- To prepare month-end packages and assist in the preparation of financial statements.
- To handle a complete accounting cycle in a centralized environment.
- Must be efficient. Ability to multitask in a fast-paced environment and maintain a high-level attention to detail. Self-motivated and able to manage various situations.
- Emphasis on effective customer relations (internal/external), demonstrate professionalism and the ability to maintain confidentiality.
- Impeccable integrity and ethics. Trustworthy and discrete. Strong communication skills, both verbal and written.

4885-B Highway #101  
Powell River, BC V8A 0B6  
Tel: (604) 483-7777 Fax: (604) 483-7741



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### Qualifications:

- Minimum Grade 12- and two-years office experience.
- Above average proficiency/familiarity with computerized systems.
- Working knowledge of accounting principles, strong knowledge in Account Reconciliation, Accounts Payable, Accounts Receivable, and QuickBooks.
- Strong computer skills including Microsoft, Excel and Outlook.
- Exceptionally well-organized, able to adapt quickly to competing and changing priorities while closely monitoring critical dates and departmental obligations. Must have strong skills in planning, demonstrated ability to work independently and exercise sound judgment and problem solving.
- Driver's license and vehicle.

Wages, \$52,000 to \$57,000 a year plus excellent benefit package

Deadline: July 12<sup>th</sup>, 2022 @ 4:00 p.m.

Send resumes to [daniela.pricoiu@tmslp.ca](mailto:daniela.pricoiu@tmslp.ca)

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