

CLIENT SERVICE REPRESENTATIVE – ACCOUNTING & ADMINISTRATION RICHMOND, BRITISH COLUMBIA



Overview

The Client Services Representative outlined in this posting is responsible for the timely and accurate processing of all Company expenditures (Payables) and the timely and accurate processing of the Pacific Heliport Services (PHS) billings to clients of the PHS Heliports

Qualifications

The Accounts Payable Clerk will:

- Possess general knowledge of Accounts Payable and maintaining ledgers.
- Have the ability to maintain a high level of accuracy in preparing and entering financial information.
- Be detail oriented.
- Be proficient in Microsoft Word and Excel. Experience in Great Plains Accounting would be an asset. (Other Company software specialized to the department will be taught).
- Have strong organizational and administrative abilities.
- Be honest, trustworthy and respectful.
- Be punctual and reliable.

NOTE: The position requires significant phone contact with Vendors all the while working in a busy environment. Working and negotiating with Vendor suppliers on payment terms requires an ability to be both empathetic and firm, towards maintaining strong and healthy relationships with Vendors. The position will be supported by Management at times when Vendors require executive dialogue.

Duties & Responsibilities

The successful applicant will take direction from and report to the Coordinator, Accounting & Administration, as well as have support and provide direct input to the CFO. The Client Services Representative responsibilities include, but are not limited to:

- Receipt and verification of invoices for processing.
- Data entry of the invoices for payment.
- Manage and prepare all cheque runs.
- Balance all vendor statements.
- Maintain the AP ledger.
- Maintain the filing and storage of vendor correspondence.
- Enter and match inventory reconciliations.
- Prepare month-end reports and reconcile.
- First point of contact for vendors enquiring about payments.
- Manage and process Employee Expenses.
- Manage and process Employee and Corporate Credit Card accounts.
- Preparation of Invoices to third party users of the Heliports.
- Input of PHS data to the accounting system.
- Collections from third party users of the Heliports.
- Create, enter and drop off bank deposits.

Reliable transportation required, as bus service is limited to this area.

CLIENT SERVICE REPRESENTATIVE – ACCOUNTING & ADMINISTRATION

CLOSING DATE:

February 19, 2017

LOCATION:

Helijet International Inc
Richmond-YVR Office

STATUS:

Full-Time, Monday to Friday
40 hours / week

REMUNERATION:

Monthly Salary commensurate with
experience + benefits plan + flight
privileges

*Helijet is an equal opportunity
employer*

Apply with Resume & Cover Letter to:

Careers
Helijet International Inc.
5911 Airport Road South
Richmond, BC V7B 1B5

Email: careers@helijet.com

Please - No Phone Calls