

# CLIENT SERVICES REPRESENTATIVE

## Accounting & Administration

RICHMOND, BRITISH COLUMBIA



### Overview

The Client Services Representative position is responsible for the timely and accurate processing of daily accounting transactions.

### Qualifications

The Client Services Representative will:

- be legally entitled to work in Canada
- be punctual and reliable
- be honest, trustworthy and respectful
- have an excellent command of English - written and oral
- be detail oriented, with excellent organizational and administrative abilities
- be able to work independently with little or no supervision
- have the ability to multitask and meet changing deadlines in a fast paced department
- maintain a productive working relationship with all other departments
- file and maintain client and vendor files
- be proficient in the full Microsoft Suite while experience in Great Plains Accounting would be an asset (Other Company software specialized to the department will be taught)
- be knowledgeable of debit and credit ledgers
- possess general knowledge of Accounts Payable and associated ledgers
- have the ability to maintain a high level of accuracy in preparing and entering financial information

NOTE: The position requires significant phone contact with clients regarding their accounts, invoices, and refunds.

### 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:

- daily auditing
- data entry
- creating and processing invoices for various divisions and credit payments to accounts
- issuing tickets
- processing cargo waybills and billings semi-monthly
- maintenance of credit cards in reservation and accounting systems
- answering incoming phone calls regarding invoice payment from vendors
- coverage of switchboard phone lines and redirection from vendors
- sending and responding to emails regarding account, invoices and payments
- being cross trained in the accounts payable functions
- Creating, entering and dropping off bank deposits in a Company vehicle

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

## CLIENT SERVICES REPRESENTATIVE

### CLOSING DATE:

Friday, January 31, 2019

### 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 to:

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

Email: [careers@helijet.com](mailto:careers@helijet.com)  
Subject Line: CSRAA

Please - No Phone Calls please