

ACCOUNTING CLERK

Administration & Finance Dept.

RICHMOND, BRITISH COLUMBIA



Overview

Helijet International Inc. is accepting resumes for the temporary maternity leave coverage of Accounting Clerk in the Finance and Administration department. Everyday Helijet safely carries hundreds of passengers throughout our system on Helicopters and Airplanes in all parts of North America. Accounting processes the ticket sales, payments, refunds and invoicing of accounts to report on revenue and expenses.

It is expected that the individual will work as a team member in conjunction with other areas of the department to provide cohesive co-ordination of all bookkeeping. The position requires 40 hours per week Monday to Friday, 100% in the office. Reliable transportation required due to limited transit options.

The individual will be expected to have participation into all related policies and procedural development in existing and new Transport Canada regulatory areas such as SMS and Quality Assurance.

Duties & Responsibilities

- Process Moneris and EFT information from reservation system into accounting software
- Prepare bank deposit and do the daily bank deposit (shared duty with other employees). Requires a full driver's licence for use of Company vehicle.
- Billing of ad-hoc charter work from flight logs
- Seasonal Fishing lodge reconciliation and invoicing
- Contract Charter work to be reconciled and invoiced accordingly
- Review of Receivables reports and perform collection calls as needed
- Process Pacific Heliport Services business and prepare accounts to be invoiced
- Cross-train for accounts payable coverage; review and process expense reports, inventory control, and prepare semi-monthly cheque runs.
- Daily checks of Blue Sky Reservation system to audit sales, fees, taxes and account information
- Answer phones for accounting calls and backup for switchboard during business hours.
- Filing of accounts payable and accounts receivable
- Collect, sort and distribute mail daily

Qualifications

- Must be legally entitled to work in Canada
- Must be fully vaccinated (2 weeks past second vaccine) against Covid-19 by any of the Canadian approved vaccines.
- Must be highly organized with the ability to multi-task
- Excellent command of English both written and oral.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and deadlines.
- Working knowledge of MS Word, Excel, Outlook.
- Great Plains Dynamics or Blue Sky Reservations experience would be an asset
- Ability to successfully complete training using Company software, and reservation systems.

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CLOSING DATE:
June 28, 2024

LOCATION:
Helijet International Inc
Richmond-YVR Office

1 Position Open:
Temporary Maternity Leave
Coverage

100% in office position.

Helijet is an equal opportunity employer

Apply with Resume & Cover Letter, subject line: "Accounting Clerk"

Email: careers@helijet.com

No Phone Calls please