

NOW HIRING | ACCOUNTING CLERK #22-04AC

For 30 years Peak Construction Group of Companies has been specializing in the development and construction of commercial, residential and renovation projects, primarily in British Columbia, Canada. Recently, Peak has expanded operations across Canada and into the United States. At Peak, we pride ourselves on providing large firm capabilities, while maintaining small firm personal commitment.

We currently have a part-time opening for an **Accounting Clerk**, based in our Seattle office.

Responsibilities

- Process invoices and supporting documents for approval:
 - Ensure invoice information is accurate
 - Match invoices to supporting documentation such as purchase orders, packing slips and waybills
 - Verifying that quantities and prices are in line with quantities ordered and the price quoted
 - Acquire and enter invoices and supporting documents into the approval processing software suite
 - Distribute and track invoices for approval via the approval processing software suite
- Ensure Budgets/Commitments and Change Orders are entered into accounting software suite
- Follow all aspects of month-end close activities to meet deadlines
- Handle special projects, responsibilities and other duties as assigned
- Processing accounts payable in a professional, timely, and organized manner with specific consideration to billing and payment deadlines

Skills and Experience

- Minimum 2 years of experience in accounts payable in a high volume, fast paced office environment
- Accurate and proficient in data entry with a good aptitude for numbers
- Able to communicate effectively with suppliers, staff and project teams
- Excellent administrative and clerical skills
- Intermediate computer skills and proficiency in Microsoft Outlook, Word and Excel
- Intermediate to advanced knowledge of Sage 300/Timberline accounting software (AP, Job Cost, TimberScan) is an asset
- Strong work ethic, sense of urgency and confidentiality
- Strong decision making, communication (both verbal and written), and good analytical skills
- An organized self-starter who is attentive to detail and able to work independently
- Ability to effectively prioritize, organize and execute multiple tasks
- Strong interpersonal skills and the ability to contribute effectively within a team environment

To apply for this role, please forward your resume in a pdf format only to mail@peakgrp.com.

