

JOB OPPORTUNITY

ACCOUNTS PAYABLE DATA ENTRY CLERK Corporate Office

An opportunity exists at Mainroad's Corporate Office for an Accounts Payable Data Entry Clerk. This is a part-time position (i.e. 3 days per week) for an 8-month contract.

The successful candidate shall have the following qualifications:

- 1 - 2 years' accounting experience with a thorough understanding of the A/P cycle;
- Strong communication and organizational skills;
- Ability to meet rigid deadlines;
- Must be focused and detailed orientated;
- Proficient with computer systems;
- Ability to work well in a fast-paced environment;
- Excellent "can-do" attitude; and,
- A team player with eagerness to "pitch in" whenever required.

Job duties include the following:

- Matching invoices to purchase orders with Accrued Payables;
- Posting approved invoices;
- Posting journal entries and other related financial data;
- Provide relief reception/switchboard duties; and,
- General administrative duties including mailing, filing, faxing, etc.

Interested applicants should forward their resume and cover letter by **Monday, July 9, 2012** at 12:00 pm (noon) to:

Human Resources Department
17474 – 56th Avenue
Surrey, BC
V3S 1C3

Email: rsakaki@mainroad.ca
Fax: (604) 575-7046

June 27, 2012



MAINROAD GROUP
