



Campbell River, BC

Accounts Receivable Position Opportunity

Our Opportunity

We are seeking an experienced Accounts Receivable Administration person to join our Finance and Administration Team. They will play a key customer service role within our existing team of Support Service professionals.

The successful applicant will maintain a high level of accuracy in preparing and entering financial information. They will have effective organizational and interpersonal skills and the ability to manage their own workload and schedule. Effective communications, self-motivation and a strong work ethic are critical to this role.

Qualifications:

- » Advanced level of working knowledge in Microsoft Office, specifically Excel
- » Proficient at learning highly detailed Project Management software
- » Effective written and verbal communication skills
- » Knowledge and skills related to bookkeeping
Preference for formal education, though equivalencies will be considered
- » Strong working knowledge of accounts receivable and the impacts on general ledgers
- » Strong attention to detail
- » Proven track record of impressive customer service skills
- » History of demonstrated excellence in client relations

We pride ourselves on maintaining a **safe, respectful** and **fun** work environment that promotes values such as teamwork, professional accountability, and work/life balance. All applicants must be enthusiastic workers and learners who thrive and excel in a team environment. Positive attitude and dedication to workplace safety are critical to your role with our team.

We offer a competitive compensation package with comprehensive benefits for full-time employees.

Visit our website at www.snrc.ca

Applications will be accepted until Friday, July 17th.

Please apply with confidence by forwarding your resume and cover letter by e-mail (as an attachment in PDF or MS Word format with "Administration Application" in the e-mail subject line) to employment@snrc.ca.

We would like to thank all applicants for their interest; however, only those considered for an interview will be contacted. For more information regarding this opportunity, please e-mail above address.