



## **Petroglyph Development Group JOB POSTING Accounting Clerk**

### **Executive Summary:**

Petroglyph Development Group (PDG) is seeking an experienced Accounting Clerk who is proactive, solution-oriented and can multi-task in a fast paced environment. The Accounting Clerk will report to the CEO of PDG and the PDG Finance Officer, and will be responsible for accounting, receivables, payables, data entry and financial reporting.

### **Main duties:**

- Keep accounting records according to general accounting principles;
- Establish, maintain and balance various accounts using manual and computerized bookkeeping systems;
- Post journal entries, vendor invoices, customer invoices, etc.;
- Maintain general ledgers and track and maintain asset records;
- Track cash-flow and reconcile accounts;
- Calculate and prepare payroll, vendor invoices, customer invoices, utility, tax and other expenses;
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents or payroll requirements; and
- Prepare statistical, financial and accounting reports.

### **Key Skills:**

- Proven understanding of accounting and financial principles
- Outstanding ability to work with accounting software and procedures
- Strong written and oral communication skills
- Excellent arithmetic skills including a strong ability to calculate and track cash flow
- Strong organizational and time management skills
- Attention to detail and ability to identify discrepancies
- Excellent interpersonal skills and ability to work in a team environment
- Ability to work independently, demonstrate initiative and multi-task in a fast-paced environment

### **Education Requirement:**

- University Degree or Diploma or Certificate in Business Administration, Accounting and/or Bookkeeping; or
- A minimum of 5 years' experience as an accounting clerk and/or bookkeeper

Please submit your current resume and cover letter to:

Petroglyph Development Group  
1145 Totem St, Nanaimo, BC, V9R 1H1  
helenh@p-d-g.ca

**Deadline Date: AUG 24, 2018**

For more information, please contact Helen Hunt 250-741-0158

*Please note only those applicants who are short-listed will be contacted*