



## Accounting Assistant

### **Maternity Leave Contract- until Sept 30, 2019**

Western Stevedoring, a partner in the North Vancouver community since 1970, is an industry leader in stevedoring and terminal operations. We achieve this by putting our people first and providing our team members with the training, support and resources they need to succeed. Not only are we the largest stevedoring contractor in British Columbia, we are the largest breakbulk terminal in Canada. For more than 68 years we have maintained an excellent reputation for providing the utmost in professional service throughout BC and satisfaction to a worldwide diversified customer base.

#### Major Duties:

- Accounts Payable transactions
- Account reconciliations
- Customer invoicing
- Payroll data entry
- All other general accounting duties as required
- Provide assistance to other teams as required
- Will provide reception coverage when necessary

#### Required Skills:

- Post-Secondary Education in the Accounting Field
- Proficient in Microsoft Office
- Basic understanding of database concepts is essential
- 2-3 years' experience in a similar role would be an asset

There has never been a better time to join the Western team and become part of a thriving and vibrant company. We offer a competitive compensation and benefits packages, and are committed to the professional development of our employees.

To be considered for this position, please send your resume and cover letter to [hr@westeve.com](mailto:hr@westeve.com).

*While we thank all qualified individuals for their interest, only those selected for an interview will be contacted.*

*Western Stevedoring is an equal opportunity employer.*