



Accounts Payable

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 handle the largest volume of breakbulk through our terminals in Canada. Since 1948 Western Stevedoring has maintained an excellent reputation amongst the breakbulk industry for providing the utmost professional service throughout BC and satisfaction to a worldwide diversified customer base.

Major Duties:

- Process accounts payable transactions in a multi-company environment
- Prepare payments via cheque, wire transfers and/or account transfers in a timely matter
- Post and review invoice information in accounting software
- Route invoices for correct approvals to pay
- Provide timely support in resolving issues with supplier invoicing and payments
- Maintain general accounting files and spreadsheets;
- Assist with month-end and year-end activities related to Accounts Payable
- Account reconciliations
- Assist with reception coverage
- All other general accounting duties as required

Required Skills:

- 2-3 years' experience of related accounting experience is an asset
- Post-Secondary Education in the Accounting Field is preferred
- Basic understanding of database concepts is preferred
- Organizational skills are required along with a high level of accuracy with attention to detail
- Strong communication skills (both written and verbal) is required
- Proficient in using MS Office (Microsoft Excel, Word, and Outlook)

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.

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.