



## **ACCOUNTING CLERK (PART-TIME, TEMPORARY)**

Squamish Terminals has an opportunity to hire a part-time/temporary **Accounting Clerk (Invoicing/Payroll)** to cover an 8-month (minimum) Maternity/Parental Leave. This position is responsible for invoicing, payroll, data entry, customer service, general office administrative duties and special projects.

The successful candidate will bring prior experience in accounting, proficiency in Microsoft Office (Excel) and a basic understanding of database concepts. Accuracy and consistency in performing the job is key to success in this role. In addition, strong communication skills, a proactive approach to problem solving and the ability to work independently or as a team member will support a healthy work environment.

This position works within a variable schedule that provides coverage for minimum of 14 hours to a maximum of 28 hours per week (Monday to Sunday), between 7:00 a.m. and 5:00 p.m. This is a unionized position with the International Longshore and Warehouse Union (ILWU), Local 517 and reports to the Manager, Accounting & Administration.

If you are interested in joining a dynamic team in a growing organization, please email your resume to [careers@sqterminals.com](mailto:careers@sqterminals.com) by January 25, 2019. Please note 'Accounting Clerk' in the subject line of the email. While we thank all applicants for their interest, only those selected for interviews will be contacted.

**Squamish Terminals** is an industry leader in stevedoring and terminal operations located at the north end of Howe Sound – just 32 nautical miles north of the Port of Vancouver. At Squamish Terminals, we value and support our people, our environment and our community. For more information visit [www.squamishterminals.com](http://www.squamishterminals.com). Squamish Terminals is a member of the Western Stevedoring Group of Companies and is an equal opportunity employer.