



**MILLER CAPILANO  
HIGHWAY SERVICES LTD.**  
38921 MID WAY  
SQUAMISH, BC V8B 0J5

PHONE: (604) 892-1010  
FAX: (604) 892-1090

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## JOB POSTING

**Title:** Administrative/Accounting Clerk  
**Company:** Miller Capilano Highway Services Ltd.  
**Location:** Squamish, BC  
**Reporting to:** Administrative/Accounting Coordinator

### Summary:

The Administrative/Accounting Clerk is responsible for organizing, inputting, and reviewing invoices, maintaining equipment files, reconciling fuel purchases and general administrative/reception duties.

### Responsibilities:

#### *Accounts Payable and Accounts Receivable*

- Match purchase orders with payables invoices, code, and post invoices
- Review workorders and invoice customers
- Reconcile vendor statements
- Print cheques and journalize payment receipts
- Contact customers to request payment on past due balances

#### *Administrative*

- Photocopy, fax, scan, and file documents
- Prepare bank deposits and deposit cheques
- Assist with timecard entry and payroll
- Sort and distribute incoming mail and courier packages
- Assist in preparation of Chargeable Maintenance Costs (CMC's) to Ministry of Transportation
- Answer main switchboard phone system, redirect calls, and handle general inquiries when needed
- Report highway volume and statistics to the Ministry of Transportation
- Other duties and responsibilities as assigned

### Requirements:

- 3 years' experience in an administrative field
- Construction/Highway Maintenance experience preferred
- Post-secondary education, in business administration
- Proficiency in MS Office
- Ability to maintain a high level of accuracy in preparing and entering information
- Effective written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Ability to work in a team environment with minimal supervision
- Self-motivated

Interested applicants are requested to forward resume to Human Resources no later than 5:00pm on Saturday Dec 1, 2018 to [info@millercapilano.ca](mailto:info@millercapilano.ca)