

Career Opportunity

Part Time Accounting Assistant

Brunette Machinery Co. Inc. has been a leading supplier of wood processing machinery for the Sawmill, Pulp and Paper, and Biomass/Pellet manufacturing industries for over 75 years.

We are looking for a **Part Time Accounting Assistant** with the following skills:

- Experience or familiarity with SAP is an asset. Training will be provided
- Strong computer skills with experience using Microsoft Office Suite
- Excellent communications skills
- Trustworthy and discreet when dealing with confidential information.
- Self-motivation, positive attitude and the ability to work as an effective team player
- Strong attention to detail and excellent time management skills
- Experience working in the Manufacturing or Forestry Industry is an asset

Responsibilities include, but are not limited to:

- Assisting with the management of AR & AP including collections
- Ensuring all accounting and bookkeeping activities are conducted accurately and in a timely fashion
- Sorting mail, entering and processing AR & AP invoices
- Ensuring all invoices have proper approvals prior to payments
- Maintaining AR & AP filing system
- Assisting with office operations as required

Requirements:

- You **must** have a minimum of six months in an accounting position (AR & AP) and some accounting courses

This is a part-time position based out of Surrey, BC, reporting to the Finance Manager. Assisting with full cycle accounting, this position is fundamental in ensuring our financial department runs smoothly.

Competitive salary commensurate with experience

Apply by emailing your resume to careers@brunettemc.com

The subject line of your email must include: **"Part Time Accounting Assistant – YOUR NAME"**

While we thank all applicants for their interests, only shortlisted candidates will be contacted

For more information, please visit our website: www.brunettemc.com