



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/25

## Billing Clerk

<b>Job ID</b>	<b>05-86-E5-EB-25-19</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=05-86-E5-EB-25-19">https://careers.indigenous.link/viewjob?jobname=05-86-E5-EB-25-19</a>	
<b>Company</b>	Urban Systems Ltd.	
<b>Location</b>	Kamloops, British Columbia	
<b>Date Posted</b>	From: 2023-03-15	To: 2023-03-31
<b>Job</b>	Type: Full-time	Category: Finance
<b>Languages</b>	English	

### Description

#### About the Opportunity

If you're someone who enjoys working with numbers, is a self starter and thrives in a collaborative environment, our accounting team is looking to add a Billing Clerk. Our 17-person accounting team serves the financial and accounting needs of our entire company. With the continued growth of our company and expanding services and geographies, we are looking for a talented individual who is interested in building their career with us and has a desire to contribute to the financial stewardship of our company. In this role, you will work closely with existing team members, Branch Leaders, Project Leaders, Project Coordinators and Administration Team members to help ensure the smooth and efficient delivery of our accounting services.

More specifically, this position includes the following:

- Prepare and send draft billing packages to project coordinators and project leaders;
- Work collaboratively with branch team members and project leaders to create invoices;
- Provide monthly reports to branches;
- Review and approve new project requests to ensure to accurate setup;
- Record bank deposits into accounting software accurately and in a timely manner;
- Review and post timesheets on a weekly basis;
- Provide guidance to internal staff and branches on project billing, costing and accounts receivable related inquiries and processes;
- Answer email and phone call inquiries from clients;
- Maintain new and existing client information;
- Reconcile monthly invoice generation and follow up on any discrepancies;
- Identify opportunities for improvement;
- Travel to branches as required;

### Experience

#### About You

As a dynamic organization, we are always on the lookout for people who have a passion for their work, are service-oriented, and are committed to continuously getting better at what they do. The ideal candidate will have the following skills, strengths and interests:

- Excellent communicator and listener - can clearly articulate thoughts and ideas both verbally and in writing;
- Attention to detail and ability to continually deliver high quality work;
- Service oriented and committed to the success of their colleagues;
- Collaborative and enjoy working with others to create the most effective results;
- Ability to work independently and meet time sensitive deadlines;
- Curious and enthusiastic with a demonstrated passion for learning;
- Ability to build and maintain trusted working relationships;
- Proactive and commitment to continuous improvement;
- Ability to focus and prioritize - can thrive in a fast-paced environment and handle multiple deadlines;

- Flexible, innovative and able to solve problems creatively.

The ideal candidate for this position will have 1-2 years experience in a professional office environment, or recently graduated from an accounting or business administration program. As well as being:

- Proficient in Excel;
- Familiar and comfortable working with numbers;

### **How to Apply**

Click "Apply Now"

If this describes your background, your skills and your natural talents, please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly, but you feel you are well suited to this opportunity, we encourage you to apply.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

Deadline for applications: Friday, March 31, at 9:00 am PDT