



# 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.Link's 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  
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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

## Accounts Payable Clerk (Temporary 15 Month Term)

<b>Job ID</b>	<b>9D-E2-F9-16-3B-45</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=9D-E2-F9-16-3B-45">https://careers.indigenous.link/viewjob?jobname=9D-E2-F9-16-3B-45</a>	
<b>Company</b>	Urban Systems Ltd.	
<b>Location</b>	Kamloops, British Columbia	
<b>Date Posted</b>	From: 2018-07-20	To: 2018-08-03
<b>Job</b>	Type: Full-time	Category: Finance
<b>Job Start Date</b>	As soon as possible	
<b>Languages</b>	English	

### Description

Urban Systems has an immediate opening for an enthusiastic, service minded individual to join the team as a temporary, full-time Accounts Payable Clerk on a 15 month term. Urban Systems was founded in Kamloops where it first opened its doors in 1975. Since that time, Kamloops has served as the head office and home to the twelve person accounting group that serves the financial and accounting needs of our company as a whole.

The main areas of responsibilities in this role are as follows:

- Review vendor invoices for appropriate coding, approval, tax treatment (GST) and completeness
- Enter invoices into accounting software accurately and in a timely manner
- Prepare weekly cheque, EFT, and online payment runs for review, approval and payment
- Provide guidance to internal staff and branches on accounts payable related inquiries and processes
- Answer email and phone call inquiries from vendors
- Prepare employee RRSP contribution cheques to be sent out monthly
- Maintain monthly rent spreadsheets and process monthly rent payments
- Review and posting of employee expenses
- Reconcile monthly vendor account statements and follow up on any discrepancies
- Maintenance of new and existing vendor information
- Review of monthly VISA statement coding and entry into accounting software

This position would be ideally suited for an individual with at least 1-2 years of experience in a related role in an accounting department setting.

### About You

Our ideal candidate will possess the following skills, strengths and interests:

- Graduate of an accounting technician program or equivalent
- Client service minded with an approachable attitude
- Understanding of different accounting principles (capitalization, prepaid and expense)
- Strong decision-making abilities and judgement skills
- Committed to quality work and attention to detail
- Ability to work independently as well as part of a team
- Ability to handle multiple priorities and work to deadlines
- Must have knowledge of Excel

### About Us

Recognized as one of Canada's top employers, Urban Systems is an employee-owned inter-disciplinary consulting firm based in Western Canada. In business since 1975, we have four decades of experience working with a variety of clients including all levels of government, Indigenous communities, commercial and residential land developers, and the natural resource sector. Our team of over 400 people, across multiple branch offices, is committed to helping build vibrant communities of all sizes.

### Our Commitment to You

At Urban Systems, we make significant investments in our people, which is why we take great care to hire those who we believe will thrive in Urban Systems over the long term. We've become recognized as a workplace of choice by nurturing a unique corporate culture that sets us apart and provides:

- Challenging and interesting project opportunities
- A fun workplace, where hard work accomplishes great things
- The opportunity to work with industry leading professionals in a collaborative environment
- Ongoing career development and learning
- Meaningful rewards and recognition

### How to Apply

If this describes your background, your skills and your natural talents, please check out our website for more information and submit your resume and covering letter along with a completed Candidate Questionnaire (available for download on our site).

<https://careers-en-urban-systems.icims.com/jobs/1146/accounts-payable-clerk/job>

Deadline for applications: Friday, August 3rd, 2018