



JOB POSTING: 2020-012

JOB TITLE: Accounting Clerk

COMPANY: Coulson Group of Companies

REPORTS TO: Controller, Coulson Group of Companies- Port Alberni, BC

ABOUT US:

At the Coulson Group, we know that our employees are our strongest asset. Guided by a successful past and a long-term innovative vision for growth, our future success will be driven by our people and our strategic approach to our work. Family owned and operated since 1960, the Coulson Group of Companies began with Coulson Forest Products. During the 1990s, the Coulson Group expanded into Aviation and have become global leaders in aerial firefighting, emergency personnel transport and other heavy lift operations. Coulson Aviation operates in North America, South America and Australia and we expect to expand our specialized missions to other countries around the world. In addition to aviation we operate Port Alberni's local gaming center and restaurant, Chances Rimrock and Cypress Restaurant. In 2012, Coulson Ice Blast was founded, a wet & dry ice blasting cleaning technology business and have expanded the group further launching Coulson Entertainment, a division that provides large scale aviation props to movie productions.

Coulson Group is founded on innovation, diversification and entrepreneurial spirit and values safety first, environmentally friendly, working smarter and harder than the competition and customer service excellence.

WHAT WE'RE LOOKING FOR:

We are seeking an Accounting Clerk to join the Finance department at Coulson Group of Companies. The Accounting Clerk will work effectively as part of the Finance team and support with general administrative duties as well.

Here is what would be included in a typical day:

- Provide backup support to Payroll of over 100 employees
- Credit card reconciliations and postings through expense technology. Daily reconciliation of divisional paperwork including cash and credit card transactions.



- Reporting on daily bank transactions for multiple bank accounts, currencies, and companies. Posting journal entries of transactions and preparing month end reconciliations.
- Support the Accounts Receivable team by processing accounts receivable invoices with accounts in multiple currencies. This includes invoicing, posting receipts, and timecard tracking.

Required Skills, Experience & Qualifications:

- Accounting or Business Certificate, diploma in Accounting or Business preferred
- Minimum of one year working in an office accounting environment, including one year of payroll experience.
- Mid level proficiency in the use of Microsoft Office
- Experience working with accounting software and technologies
- Experience working with expense tracking software, specifically SAP Concur preferred
- Organized and ability to prioritize under various deadlines
- Strong mathematical ability
- Ability to work in a fast-paced multi-faceted business
- Ability to deal with changing priorities and multi-task
- Positive attitude and a desire to contribute to the team

HOW TO APPLY:

Please submit your resume with a cover letter outlining your experience and salary expectations to jobs@coulsongroup.com. Please quote "2020-012 – Accounting Clerk" in the subject line.

We would like to thank all applicants in advance for their interest; however, only those selected for an interview will be contacted. No phone calls please.



BENEFITS:

In addition to a competitive salary, Coulson provides excellent benefits as part of its Total Compensation Package. These include medical and dental benefits and pension. Moreover, Coulson Group values and strongly encourages its employees to maintain a positive work-life balance, creating an environment that champions creativity and autonomy.

We are proud of our team and encourage a respectful workplace where everyone is treated with dignity and all ideas are welcome. Moreover, we support growth within the company and provide opportunities for advancement.

We support diversity, equity and a workplace that is free from harassment and discrimination. We are committed to providing accommodation for people with disabilities. If you require accommodation through any element of the application process, please notify us and we will work with you to meet your needs

PORT ALBERNI:

Port Alberni is a jewel nestled in the Alberni Valley on Vancouver Island. The city and surrounding area offer many outdoor activities such as water sports, camping, hiking, snowshoeing, and others. With lakes, the Inlet, and mountains all around, you will never run out of things to do here. There is a movie theatre, and many shops owned and operated by residents. You will also find some of the most delicious seafood right here in town at one of our many local restaurants.

If you are looking for a quick weekend getaway, Tofino and Ucluelet are a mere two-hour drive west of town. If you are not looking for waves, Nanaimo is only an hour east, and Victoria is less than three hours south. Both offer big city shopping opportunities in addition to a wide variety of arts, entertainment, dining, and cultural activities. The Comox Valley is an hour northeast of the Valley, offering mountain biking, skiing, caving, and other outdoor activities. And cannot miss the mountain goats on the roof at Coombs!

Centrally located, Port Alberni offers you the benefits of a small town – affordable real estate, anyone? – with the ability to play outside and experience big city life nearby.