



Employment Opportunity – Accounting Assistant

B.A. Blackwell and Associates Ltd. is a North Vancouver based resource management consulting firm that was formed in 1988. We provide integrated forestry and environmental consulting services to government, private sector, First Nations and not for profit clients. Our firm is B.C. based with our head office located in North Vancouver and consists of five senior associates and a team of professional, technical and administrative staff.

B.A. Blackwell is looking for an Accounting Assistant to provide accounting and administrative support for our growing business. We are seeking an organized and detailed oriented person to work closely with our accountant and operations personnel and handle day-to-day bookkeeping.

Key Responsibilities include:

- Provide accounting and administrative support for a variety of projects
- Perform office tasks, such as filing, and data entry
- Process accounts payable and assist in month end closing system
- Create client invoices and printing and processing cheques
- Assist with maintaining accounting records by posting transactions and document filing
- Process and maintain contracts and insurance certificates
- Monitor payroll processing; calculate banked hours and review timesheets

Applicants with some but not all of the preferred qualifications are encouraged to apply.

Preferred Qualifications:

- 5 years of experience in an accounting position
- Experience with Deltek Vision or similar ERP system
- Intermediate skills in Microsoft Office Suite (Word, Excel, Outlook)
- Excellent attention to detail, a high level of accuracy and strong organizational skills
- Detail oriented with good written and oral communication skills
- Working knowledge of accounting principles and practices

The position requires office work, based out of North Vancouver. Work hours are flexible but full time.

Blackwell offers salaries commensurate with candidate abilities, and will provide training and mentoring as required.

We look forward to hearing from you, so please email a resume and cover letter (PDF file format) in confidence to inquiries@bablackwell.com Attention Bruce Blackwell. Candidates considered suitable for the available positions will be contacted. Resumes will be reviewed as they are received with the intent to fill the position as soon as possible. This posting will remain open until a suitable candidate is found.