

Accounting Clerk - Casual

About Pacific Pilotage Authority

- A federal Crown Corporation based in downtown Vancouver, the Pacific Pilotage Authority (PPA) provides safe and efficient marine pilotage services in the coastal waters of British Columbia, including the Fraser River
- PPA oversees dispatch and launch operations at stations in Vancouver, Victoria, Steveston and Prince Rupert. A progressive employer with a mandate critical to the economy of Canada. The PPA is wholly self-funded, complex, small and nimble. PPA employs a diverse workforce of approximately 100 people
- PPA generates revenue through collection of Pilotage service charges paid by shipping companies that access the coastal waters of British Columbia with the assistance of licensed pilots
- PPA is governed by a Board of Directors appointed by the Government of Canada
- PPA offers a supportive, dynamic environment and competitive compensation
- For more information about PPA, please visit <https://www.ppa.gc.ca/welcome>

About the Role

Accounting Clerks are responsible for performing routine accounting functions such as accounts receivable, accounts payable and reception duties.

Our office is in Downtown Vancouver.

The hours of work will vary and be on an on-call as required basis. Hours increase during times of peak vacation coverage, such as the summer. The accounting department is open Monday to Friday and shifts can range between 7:00am-5:00pm. Ideally, candidates would have the availability to pick up shifts as needed, with open availability during the summer, but we are open to being flexible for the right candidate.

Job Responsibilities

- Process invoices or pro-forma invoices which may include data entry, verification of data, calculations, and filing
- Contact customers with inquiries regarding status of cheques and data verification
- Post customer payments by recording cash, checks, and credit card transactions
- Process account payable invoices, check runs and filing
- Assist in month-end financial statement close and support other accounting projects, as necessary
- Provide backup reception, receive incoming calls and visitors and direct to appropriate individuals or take messages
- Type various monthly reports, order stationary and other supplies and prepare waybills for couriers
- Prepare boardroom for meetings by making coffee, ordering lunches, etc.
- All other duties as required, assigned by the Director of Finance & Administration

Qualifications

- Post secondary education in accounting or business administration or equivalent experience preferred. Students pursuing an accounting diploma or designation are strongly encouraged to apply.
- Two years of experience working as an accounting clerk preferred but will consider accounting students without the professional experience.
- Knowledge of the marine industry is an asset but not required.
- Knowledge of basic accounting procedures preferred
- Strong computer skills with intermediate to advanced proficiency in Microsoft office (Excel, Word, Outlook)
- Outstanding organizational skills with the ability to multi-task in a fast-paced environment while paying attention to detail and accuracy
- Excellent oral and written communication skills
- Tactful manner of handling client communication
- Excellent team working skills
- Working knowledge and experience with Sage Accpac considered an asset

Compensation

During the training period, the Accounting Clerk will receive \$35.26 an hour, plus an additional 16% in lieu of benefits and 6% in lieu of vacation. Following the training period, the hourly wage will increase to \$44.08 an hour and progress in accordance with the collective agreement.

Applications

To apply for the role, please email a cover letter and resume to hr@ppa.gc.ca

Accommodation

Pacific Pilotage Authority is committed to removing barriers to employment.

If you require accommodations throughout the recruitment and hiring process, please let us know. All information received in relation to accommodation will be kept confidential.

Employment Equity

Pacific Pilotage Authority is committed to building a diverse workforce and inclusive work environment.

We are committed to employment equity and encourage applications from women, Indigenous Peoples, persons with disabilities and visible minorities.