

JOB DESCRIPTION

Company: Total Energy Services Inc.

Position Name: Administrative Assistant/Accounting Clerk

Location: Calgary, Alberta

Type: Full time

Reporting Relationships: Corporate Administrator

Key Responsibilities

- Answering inbound calls and greeting customers and office visitors in a professional manner
- Accounts payable including
 - Entering invoices into accounting program
 - Account and bank reconciliations, prepare and enter journal entries
 - Maintaining and updating spreadsheets
 - Preparing bank deposits and taking them to the bank
- Opening and distributing the mail
- Maintaining Board Room and kitchen including: stocking supplies and running dishwasher
- Photocopying monthly financial documents
- Sending and receiving couriers
- Word/other documents processing
- Performing general administrative office support

Required Competencies

- Minimum of 2 years prior work experience
- Previous accounting experience
- Simply Accounting experience not required but would be an asset
- Experience in an office environment
- Ability to adapt to a changing work environment, work independently, and as a team player
- Excellent organizational skills
- Ability to multi-task and work under tight deadlines in a fast-paced office setting
- Fast information processing (typing) skills
- Written and verbal communication skills
- Intermediate computer skills (Word/Excel/Other)
- Excellent interpersonal skills with the ability to maintain confidential information