

## Accounts Payable Clerk

Final | Feb 23, 2010



1020 - 800 West Pender Street  
Vancouver BC Canada V6C 2V6  
Tel 604.684.6365 Fax 604.684.8092  
1.800.667.2114  
www.hdgold.com

**Location:** Vancouver

**Position Reports to:** Manager | Finance or Controller

**Company Name:** Hunter Dickinson Services Inc.

**Position Summary:** This is a 9 month contract position performing a wide variety of advanced accounting duties requiring initiative and judgment. These include adjustments to accounts, analyzing documents for accuracy, investigating suspect data and reconciling complex accounts. It also includes assisting in the preparation of financial reports and analyses, and providing advice and training to junior accounting clerks.

### **Key Result Areas & Specific Responsibilities:**

- Operation and maintenance of accounts payable process;
- Operation and maintenance of the cash reporting system;
- Administration and execution of bank and wire transfers;
- Administration and execution of cheque runs, and assisting the accountants with bank reconciliations;
- GL account analysis including intercompany billings and reconciliations;
- Completion of government and other statistical forms;
- Vendor reconciliations;
- Performing administration duties, including data entry, and filing; and
- Other duties as assigned.

### **Position Requirements:**

*Qualifications, Skills & Experience.*

- Minimum 3-5 years of accounts payable experience preferred with strong knowledge of inter-company transactions;
- Experience with Accpac for Windows;
- Thorough understanding of accounting principles and data entry processes;
- Proven experience working with computerized accounting systems;
- MS-Office: Word (intermediate); Excel (advanced); Access;
- Mining experience an asset.

*Characteristics &/or Physical requirements.*

- Attention to detail
- An ability to analyze