



Accounting Clerk / Receptionist

Our Team

VAST Resource Solutions Inc. (VAST) is a diverse and growing environmental, engineering and forestry consulting company. We are a trusted advisor and regional expert, delivering professional and practical solutions for complex and challenging projects across multiple industries. VAST is a locally owned business based in Cranbrook, British Columbia (BC) and gives back to the communities we serve throughout the beautiful Kootenay regions of BC.

VAST embraces a culture that provides a welcoming and empowering environment for our employees to advance their careers, embrace new challenges, and grow their expertise while working within a collaborative, energetic, and passionate team. Employees are truly valued and respected, allowing for flexibility, creativity and an innovative approach to work/life balance.

The Opportunity

To support VAST's strategic goals, we are on the lookout for talented individuals that will embrace our close-knit culture and positive, team-oriented working environment.

VAST is looking to add an **Accounting Clerk / Receptionist** to our team. The successful candidate will support our business with a variety of accounting tasks, be the first point of contact for calls and office visitors and have the opportunity to contribute to other operational and strategic initiatives.

Your Responsibilities

- Provide general accounting and administrative support, which may include:
 - Receiving and verifying invoices and requisitions;
 - Utilizing project management software to set up new projects, generate reports, create invoices and other administrative/project related tasks;
 - Processing expense statements and cash receipts as well as reconciling credit card statements;
 - Payroll support; and
 - Cyclical reporting tasks (monthly and annually).
- Lead clerical and reception duties for the office administrative team, which may include:
 - Meet and greet all clients and visitors upon arrival to our office;
 - Answer and redirect inbound calls and assist with general inquiries;
 - Filing, faxing, scanning, photocopying and general organizational support; and
 - Procurement, inventory management, courier management and mail organization.
- Build and maintain positive working relationships with various stakeholders:
 - Internal:
 - Administration staff
 - Project Managers and internal team members
 - External:
 - Clients
 - Vendors/suppliers
 - Project-specific contractors / Subcontractors

The Ideal Candidate

- Will have post-secondary education in a relevant field (i.e. accounting, business administration, office management);
- Brings at least two (2) years of office experience, ideally in a corporate environment;
- Is familiar with bookkeeping principles, accounting software and data entry;
- Exhibits proficient computer, keyboarding and software skills (MS Office);
- Has experience with receptionist duties, including switchboard operation;
- Will have outstanding interpersonal skills;
- Possesses superior written and verbal communications skills;
- Brings a professional and positive attitude to our team;
- Will be detail oriented, placing emphasis on their quality of work;
- Possesses strong organizational and time management skills;
- Demonstrates good judgement and discretion, maintaining confidentiality concerning financial and employee files;
- Can work under pressure as required during peak periods; and
- Will possess a valid Driver's License.

Our Offering

VAST prides itself on being valued and trusted by our employees, clients, colleagues, and the communities in which we live, work and recreate. We are focused on capitalizing on our team's diverse skills and expertise to become the trusted name in resource consulting, with a proven track record of providing exceptional client service, offering practical solutions, and delivering projects on time, in scope and on budget.

VAST provides our employees with:

- challenging and rewarding work responsibilities in a collaborative team environment;
- a friendly atmosphere, including teambuilding and social events to build camaraderie;
- professional development, mentoring and career advancement opportunities;
- competitive wages and a comprehensive employee benefits package;
- an annual bonus/profit-share program;
- support of a healthy balance between career and personal commitments;
- flexible schedules to align with work demands and personal priorities;
- a 'dog-friendly' workspace, welcoming friendly critters to the office and in the field; and,
- unparalleled access to the great outdoors for work and play!

If you share our values, would like to experience life in the beautiful East Kootenay region of BC, and have the skills and abilities we are seeking, please email your resume and a cover letter clearly stating why VAST is the place for you by **February 4, 2022**, to: careers@vastresource.com

All responses are confidential and only individuals selected for an interview will be contacted. VAST Resource Solutions is committed to providing equitable treatment and equal opportunity to all persons throughout our recruitment, selection and employment processes.

Thank you for your interest in VAST Resource Solutions!