

Job Profile

Date:	February 26, 2025
Position:	Accounting Clerk
Status:	Permanent, Fulltime
Shift:	Monday to Friday
Hours:	8 hours/day (8:30 am – 4:30 pm)
Location:	Burnaby, BC
NOC:	14200
Pay Scale:	\$49,634 - \$60,736

Hemlock Printers Ltd. is an internationally recognized leader in print communications with manufacturing facilities and offices in Burnaby, BC and Los Angeles, CA, plus sales associates in Seattle, WA and San Francisco, CA. For more information, please visit hemlock.com.

We have an opening for an Accounting Clerk to join our Accounting Department. This position is responsible for daily banking and bank reconciliations, issuing invoices to Hemlock's customers, processing credit card transactions, and other bookkeeping-related tasks. You are expected to record all banking transactions on a timely basis and to assist in the reconciliation of accounts on a regular basis. You would also participate in the month-end accounting process and generate month-end reports to ensure a timely closure.

The position is a full-time permanent, working Monday – Friday, 8:30 am to 4:30 pm (½ hour unpaid lunch).

POSITION RESPONSIBILITIES

- Daily Banking – record all daily banking activity into the accounting software
- Data entry and financial record keeping: accurately enter financial transactions such as invoices, receipts, bills and payments into the accounting software.
- Bank reconciliations: regularly reconcile bank statements with financial records to ensure accuracy.
- Invoice generation: create and send invoices to clients, track payments received and manage outstanding balances.
- Credit cards: review and record all credit card transactions processed through Floatcard
- Process and reconcile all other monthly credit card statements
- Tax preparation support: organize and maintain financial records to assist with tax filing and compliance requirements.
- Filing and documentation: maintain an organized filing system for financial documents, contracts, receipts and invoices.
- Software utilization: use accounting software and other software provided to manage financial records, client organization and tasks.
- Assist with coverage of regular accounts payable and accounts receivable roles, when needed
- Run month-end reports and ensure timely month-end closure
- Other duties as specified from time to time

Additional Duties: The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your manager are expected to be performed.

SKILLS & QUALIFICATIONS

- At least one year of hands-on bookkeeping experience.
- Able to work independently and cooperatively as a team member
- High attention to detail and accuracy
- Excellent written and verbal communication skills
- Ability to perform work under tight deadlines
- Able to maintain a professional level of confidentiality
- Proficiency with Microsoft office programs, including Excel, Word and Outlook
- Experience with Microsoft Business Central or Dynamics is an asset



BENEFITS

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Vacation and Care/Sick pay
- Group RRSP
- Profit Sharing
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free Electric charging stations & onsite parking

Hemlock Printers is committed to building a diverse and inclusive workplace. We strive to ensure our internal policies and practices recognize the value of diversity, inspire employee participation and are free of barriers for advancement. Our goal is to provide equal possibility for everyone and for every employee to feel safe, valued, empowered, and respected for their contributions to our shared purpose. All those who would contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote **Accounting Clerk** in the email subject line.

Open Until Filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.