

**Title: Accounting Admin Clerk**

**Term: Permanent, Full-Time**

**Location: Coquitlam, BC**

**Date Posted: May 4, 2017**

**Closing Date: Open Until Filled**

### **ROKSTAD STRATEGIC INTENT**

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

### **SUMMARY**

The Accounting Admin Clerk reports to the Accounting Manager and is a key member of the Finance team at Rokstad Power. This includes regular interaction with all the departments of Rokstad including field staff. The role calls for flexibility, an enthusiastic personality and the desire to assist the other members within the growing team at Rokstad Power.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain the accounts payable mailboxes for invoices and related correspondence;
- Maintain the accounts payable filing system, including paper and electronic invoices, general accounting data and providing scanned invoices and related documents to accounting staff;
- Enter invoices and appropriate documentation into the Company's accounting software and verify the coding and approval of those invoices in accordance with Company policy;
- Answer vendor inquiries in a timely and professional manner;
- Assist with special projects as needed;
- Other duties as required.

### **JOB REQUIREMENTS**

- Strong computer skills including Word, Excel, PowerPoint and Outlook;
- Detail oriented, methodical, with fast data entry skills and accuracy;
- Able to operate in a fast paced, heavy volume department;
- Ability to multitask, establish priorities and work independently;
- Excellent organizational and time management abilities required to prioritize a high volume of tasks or competing priorities;
- Solid interpersonal and communication skills (both oral and written);
- Able to work collaboratively in a team environment;
- Able to meet timely deadlines and ensure appropriate response times;
- Proven problem-solving skills with the ability to visualize and deliver creative solutions.

### **EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- College Diploma or Certification an asset;
- Minimum (1) one year's experience in an office environment;
- Experience with accounting software is an asset.

**CORPORATE COMPLIANCE RESPONSIBILITIES**

**We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers’ challenges to deliver unique solutions – you recognize that it’s our privilege to serve customers because without “them,” there is no “us.”
- Focus on what is “important” as opposed to “urgent” – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

**We strive for safety excellence – practice safety within the workplace, our homes, and at play.**

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

**We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.**

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

**We take pride in what we do – how we show up is important**

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

**We stand among the very best – doing it right makes our reputation even stronger**

- Act in Rokstad’s best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day’s work for an honest day’s pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

**We respect our position in the broader community – act in accordance with our culture and values**

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

**ROKSTAD POWER**

**ROKSTAD**

A Carillion company

Local delivery. Global expertise.

**COMPENSATION**

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualification to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.