



ADMIN & ACCOUNTING CLERK

ABOUT US

Zenterra Developments is a local real estate development company located in South Surrey, BC. With over 20 years of diverse experience in construction, land development, and real estate, Zenterra is a group of companies with great opportunities for growth and career advancement.

Be part of Zenterra Developments where our people are engaged in our core values of **community, collaboration, and creativity.**

POSITION

Reporting to the Controller, the Admin/Accounting Clerk will be responsible for office and accounting support services. Administration tasks contain a variety of functions such as managing office stationary/supplies, reception responsibilities, mail, and couriers, as well as filing. Accounting support would include processing invoices, vendor payments/cheque handling, and bank runs. The ideal person will be detail-oriented, a self-starter, has a good fundamental of GAAP and ASPE, and excellent English communication skills.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Invoice processing from 3-way matching and entering of invoices
- Payment run processing
- Answering phones
- Filing documents and office organization
- Supply orders, courier, and mail distribution
- Other similar office duties as required

EDUCATION AND EXPERIENCE

- 2 years office experience/data entry experience
- Post-secondary diploma in accounting or equivalent is an asset
- Good comprehension of GAAP and ASPE
- Strong computer skills and knowledgeable in Microsoft Office
- Strong English communications skills both written and verbal

WE OFFER

- Competitive Salary
- Employee Benefits Program
- Professional work environment

- Strong team environment
- We encourage staff growth and development
- Opportunity to be a part of a fast-growing and award-winning company

If you meet these requirements, please send your cover letter with your salary expectation and resume via email. Please include **Admin & Accounting Clerk** in the subject line. We thank all applicants; however, only short-listed candidates will be contacted. No third parties. Thank you.