

## Field Accounting Clerk

**Pacific Northern Gas Ltd., a subsidiary of AltaGas Ltd., owns and operates natural gas transmission and distribution systems. In the northeast, Pacific Northern Gas (N.E.) Ltd. provides gas distribution service in the Dawson Creek, Fort St. John and Tumbler Ridge areas.**

Reporting to the Manager, Operations Accounting, this position is located in our Terrace, BC office.

### **Duties & Responsibilities**

- Primarily Accounts Payable
- Preparation and entry of general journal entries
- Reconciliations
- Maintenance of Excel Spreadsheets
- Other general office duties
- Backup for Payroll (payroll experience is an asset)
- Collect, process, verify and data enter invoices, customer refunds, and expense statements.
- Process and distribute cheques. Deliver payments to the bank when necessary.
- Initiate the self-assessment of PST on out of province purchases.
- Initiate changes to vendor maintenance records.
- Balance monthly supplier statements.
- Respond to accounts payable related inquiries.
- Maintain records for all telephony accounts and operational allowances such as boots, clothing, and safety glasses.
- Co-ordinate the issuance of local order books.
- Maintain accounts payable filing system.
- Run reports as required.
- Set up and Balance projects, close and complete.
- Provide coverage for the Payroll Clerk and assist other employees as required.
- Post entries to General Ledger.
- Post daily Bank Transaction Receipts as well as Consumption Revenue Entries.
- Assist with systems upgrading and verification and process improvements as required.
- Compile, report, and data enter other operational information as assigned such as Vehicle and Equipment Costing.
- Data entry of non-consumption revenue entries.
- Data entry of Footage Records.
- Receive, dispatch and distribute mail, parcels, courier packages and faxes.
- Order and maintain Office Inventory.
- Perform other general office functions as assigned.

## **Experience and Qualifications**

- Grade 12 education.
- Relevant post-secondary education or two (2) years' experience in an accounting environment.
- Minimum typing speed of 50 wpm and the ability to use a calculator with speed and accuracy.
- Proficient in the use of MS Word and Outlook and must function at a minimum of an intermediate level of Excel. Advanced knowledge of Excel is considered an asset.
- Good verbal and written communication skills.

Pacific Northern Gas offers a comprehensive defined benefit pension and benefits package in addition to work/life balance and opportunities for career growth.

Qualified applicants are invited to email their resumes to [careers@png.ca](mailto:careers@png.ca)

We thank all applicants for their interest in our organization, but only those candidates selected for interviews will be contacted.