



# Stuwix Resources Joint Venture

2 - 98 Hwy 8, Merritt, B.C. V1K 0A7 Phone: (250) 378-2277

## CAREER OPPORTUNITY

### Accounting/Office Clerk

Stuwix Resources Joint Venture is a well-established fiber management and marketing company that is owned by 8 First Nations Communities with its office located in Merritt, British Columbia. Stuwix ensures our local First Nations stewardship values are incorporated in forest management at all levels of our operations.

**Commencing immediately, we are looking to fill an Accounting/Office Clerk. This position will work directly with and provide support to the Accounting/Office Manager and to the Office operations.**

### Descriptions & Duties

Duties of this position include but may not be limited to:

- Data entry & process of all accounts payable
- Data entry & process of harvesting payables & receivables
- Bank Reconciliations
- Maintain, organize, and track accounting & harvesting documents & records
- Receptionist duties
- Provide assistance to the Accounting Manager as required

### Preferred Characteristics and Prerequisites

- 2+ years' experience in accounting and familiarity with Accounting Software (Sage)
- Quick and adaptive learner
- Team-orientated self-starter
- Ability to multitask, solid time management & organizations skills to meet deadlines
- Exceptional attention to detail and ability to perform tasks with accuracy and efficiency
- Excellent verbal and written communication skills with strong analytical and problem-solving skills
- Strong computer skills including knowledge of Microsoft Office – Excel, Word, Publisher, PowerPoint
- Genuine respect and understanding of First Nations culture and values

### Compensation

- Salary is commensurate on individuals' ability, skills, and experience.
- Stuwix Resources Joint Venture offers a comprehensive benefits package
- Stuwix believes in a healthy work life balance
- Closing date for applications is October 16, 2022

Forward resume and cover letter to Lindsay Tighe, General Manager

Email: [generalmanager@stuwix.com](mailto:generalmanager@stuwix.com)

Mailing Address: 2-98 Highway 8, Merritt, BC. V1K 0A7