



Bigstone Oilfield Services & Supplies Ltd.

EMPLOYMENT OPPORTUNITY

FINANCE ADMINISTRATOR – TEMPORARY FULL TIME

Bigstone Oilfield Services & Supplies is taking applications for a Finance Administrator. This position is in Wabasca, AB at the B.O.S.S office and is a full-time position with a 40-hour work week (8 hours a day) Monday to Friday. This a temporary full-time position covering a maternity leave.

Reporting to the General Manager, the successful applicant will have primary responsibilities in a variety of accounting functions in the finance department, including but not limited to accounts receivable, accounts payable, payroll, financial reporting preparation, and general ledger maintenance.

The successful applicant will be responsible for:

- Create, update, and manage customer/vendor files in accounting system
- Review, code and enter vendor invoices, credits, and other payable documents
- Review daily field tickets, create invoices and statements
- Processing accounts and incoming payments in compliance with financial policies and procedures
- Manage customer and vendor accounts with regular follow-ups to ensure balances are up to date
- Reconcile credit memos, unapplied cash, and other accounts to maintain an accurate ledger monthly
- Assists with the monitoring, investigating, and collecting past due accounts receivable items
- Respond to internal and external accounts payable and accounts receivable inquiries
- Assist with payroll as needed
- Perform other finance duties as needed

Qualifications & Competencies:

- Ability to take initiative and work independently on individual assigned tasks, as well as ability to work in a team environment
- Excellent communication, organizational and interpersonal skills
- Proficient in Microsoft Excel and Word
- Completion of Grade 12
- 1 – 5 years experience in an accounting or finance role
- Preference will be given to those with post-secondary education in Finance, Accounting, Management, and/or Office and Business Administration
- Working experience with an electronic accounting system (Sage 300, Cortex, OpenInvoice, Pandell Jobutrax, SAP) would be considered an asset

How to Apply: Please submit resume, current criminal record check and three work related references to: admin@bossltd.ca or drop off documents at the B.O.S.S office by December 2, 2022.

Applicants are thanked in advance for their interest however, only those selected for an interview will be contacted.