



## Career Opportunity

South West Terminal (SWT) is currently seeking an **Accounting Assistant**

### Job Description:

- Assist in the preparation and submitting of customer invoices
- Properly code, post and receive payments
- Prepare and coordinate deposit activities
- Perform all necessary account reconciliations to ensure accuracy
- Accurately check, verify and process invoices
- Prepare payments for signature
- Sort, code and enter accounts payable data
- Maintain and reconcile vendor accounts to ensure accuracy
- Maintain fixed assets sub-ledger with additions

### Qualifications:

- Accounting Diploma or Certificate would be an asset
- Knowledge and ability to translate data into accurate financial and management reports
- Flexibility to perform a variety of detailed accounting functions and meet established deadlines
- Strong organizational skills and ability to multi-task
- Analytical with a strong attention to detail
- Strong written and verbal communication skills
- Demonstrated ability to be a contributing team member

### Benefits:

- Competitive wage and performance structure
- Company paid health and dental benefits.
- Pension Plan.
- Career growth opportunities.

**Location:** Gull Lake, Saskatchewan

**Schedule:** Permanent full-time

SWT is a diversified corporation with an excellent opportunity for you to advance your career. We are currently listed as one of the Top 50 companies in Saskatchewan.

Interested applicants should submit their resume to:

SWT  
Box 719 Gull Lake, Sk. S0N 1A0  
Attention: Shannon Armstrong, HR Coordinator  
Phone: 306-672-4112  
Fax: 306-672-4166  
Email: [sarmstrong@swt.ca](mailto:sarmstrong@swt.ca)  
Website: [www.swt.ca](http://www.swt.ca)

Deadline August 1, 2018

Thank you for your interest.  
Only candidates under consideration will be contacted.