



SWT CAREER OPPORTUNITY

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

Job Description:

- 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.

Interested applicants should submit their resume to:

SWT

Box 719 Gull Lake, Sk. S0N 1A0

Attention: Shannon Friesen, Manager, Human Resources

Phone: 306-672-4112

Email: sfriesen@swt.ca

Website: www.swt.ca

Deadline: June 19, 2024

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