

ACCOUNTING CLERK

JOB POSTING



BE SURE. BE KRYTON.

Are you ready to make a difference in your life and in the world? Would you like to join a team of passionate people who are already doing that? At KRYTON International, we are helping the world change by building concrete structures that are not only waterproof, but more durable, efficient and sustainable than ever before. KRYTON is the inventor of the world's first crystalline waterproofing admixture for concrete and we have permanently changed the way concrete structures are built in every corner of the globe. It's the extraordinary people on our team that have made all the difference and we have proven it by winning the *10 Best Companies to Work For in BC* Award 4 years in a row. Maybe *you* could join our continuing success story.

As a member of the KRYTON Team, **WE OFFER:**

- Profit Sharing
- Attractive Salary
- 100% MSP Coverage
- Extended Medical and Dental Coverage
- Vision Coverage
- Group Travel Incentive
- Company Sponsored Events
- Teambuilding Activities
- Fitness Gym
- Plus more...

ACCOUNTING CLERK

The Accounting Clerk is an entry level, full-time, regular position based in Vancouver, British Columbia. This role is responsible for assisting the Finance Department with duties related to primarily Accounts Receivable and Accounts Payable with other general accounting functions as required, for all companies within the Kryton Group. The Clerk works under standardized policies and procedures referring any unusual items to the Assistant Controller.

The key responsibilities for the position are:

- Accounts Payable
- Accounts Receivable
- Payroll Support
- General Accounting

REQUIREMENTS

Our ideal candidate brings broad general administration and bookkeeping/accounting experience as well as a strong customer service orientation. The ability to multi-task and be able to continue work with many interruptions is essential. In addition, the candidate must have good attention to detail and strong numerical aptitude.

Specific requirements include:

- **Education:** High School required. Relevant Accounting courses taken is an asset
- **Experience:** At least 2 years in a computerized accounting environment handling Accounts Payable and Accounts Receivable.
- Knowledge in Customer Relations Management (CRM) software (Salesforce) and accounting software (Business Works) is an asset.
- Competent in Microsoft Office, particularly Excel, Word and Outlook.
- Familiar with the software system (Quicken) is an asset, though not required.
- Understanding of inventory is an asset.
- Demonstrated experience with various office procedures.
- Demonstrated written and oral communication skills.
- Excellent interpersonal skills with a customer service orientation.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Ability to adapt to a fast-changing and dynamic environment.
- Good time management skills and ability to meet deadlines and deal with multiple concurrent tasks.

If you are driven to succeed, please **email your cover letter and resume to people@kryton.com, citing 'Accounting Clerk' role in your subject line.** We thank all applicants, however, only those to be selected for an interview will be contacted.