



## B L U E C O L L A R G R O U P

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Blue Collar Group services the forestry, oil and gas, mining and resource sectors in Western Canada with our three divisions: Blue Collar Silviculture, Blue Collar Camps and the First Nations Youth Training Program. We are looking for an accountant or experienced bookkeeper to join our dynamic team. The successful candidate will report directly to the controller and be responsible for the following:

- Accounts Receivable
- Accounts Payable
- Payroll
- WCB & Government Remittances
- Ledger Entries
- Year End Financials - along with the accountant
- Financial reporting
- Reviewing & ordering office inventory
- Maintaining & processing up to date customer accounts
- Document filing
- Maintain, track, update accounts and verify new accounts
- Prepare weekly reports regarding sales trends and expenses

### Requirements

- Excellent computer proficiency
- Minimum 2 years of experience as an accountant, a controller, or a bookkeeper
- Experience working with Accounting management software, specifically Quickbooks
- Experience with Microsoft Office, most importantly excel
- Excellent organizational skills
- Ability to work independently and manage time effectively
- Must be able to multitask

### 30 hours per week

**Job Location:** Quesnel, BC

Please email your resume to [r.rief@shaw.ca](mailto:r.rief@shaw.ca)

Only those candidates we are interested in interviewing will be contacted.

**About Blue Collar Group:** Blue Collar Silviculture Ltd. has been operating in British Columbia and Alberta since 1983. While the company became rooted in the reforestation industry through treeplanting activities, it has since expanded this division to include a variety of silviculture based services. In 2009, Blue Collar launched the First Nations Youth Training Program providing skills and training for Aboriginal youth to gain employment in the natural resource sectors. Blue Collar continued to grow and expand the business to include a construction based business in the forestry, mining, and oil and gas sectors, Blue Collar Camps. Amongst all of this development and change, Blue Collar remains firmly planted in its northern industrial communities where it maintains a corporate office and headquarters.