

## ACCOUNTING CLERK/ADMINISTRATIVE ASSISTANT

KELOWNA, BC  
\$25-\$30 PER HOUR

### ABOUT THE COMPANY

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Systematic Mill Installations is an engineering and construction company based in Kelowna, and it has been operating since 1988. They offer a variety of services such as consultation, project management, and technical support for their construction projects. They have completed projects across Western and Central Canada, from Vancouver to Ontario, and even up to Nunavut. Systematic believes that success starts with their employees. They focus on attracting and keeping quality people who aim for both personal and team success. Their commitment to their employees is shown through their supportive and rewarding work environment. Systematic is seeking a motivated and reliable individual to join their head office in Kelowna, BC as a full-time Accounting Clerk/Administration Assistant.

The Accounting Clerk/Administrative Assistant will support both financial and administrative operations, including accounts payable/receivable, payroll, job costing, and general office tasks. This role is essential for maintaining accurate financial records, supporting project cost tracking, and ensuring smooth day-to-day office functions. This role offers an exciting opportunity to be an integral part of their expanding corporate administration team, reporting directly to the Controller. Systematic Mill Installations is committed to providing a safe and fulfilling workplace, offering a full benefits package, competitive wages, and an engaging work environment.

### KEY RESPONSIBILITIES

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- Administer payroll, including bi-weekly pay runs, ROEs, and onboarding paperwork for new hires.
- Review and process timesheets, ensuring accurate hours and rates for various job sites.
- Break down job costs by site and input data into tracking systems for financial reporting.
- Handle accounts payable (AP), manage invoice approvals and communicate with vendors.
- Manage expense reports and support overall financial reporting processes.
- Ensure expenses are tracked accurately and align with job-specific costs.
- Support a variety of financial tasks and cross-train with team members.
- Assist with the preparation of reports, presentations, and other documents as needed.
- Maintain and organize digital and physical filing systems, ensuring all documentation is up-to-date and easily accessible.
- Assist with office management tasks, including travel arrangements and handling confidential information.

### SKILLS AND QUALIFICATIONS

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- 2 years of Experience in payroll and general bookkeeping
- Proficiency in Microsoft Office, specifically MS Excel
- An attention to detail and ability to stay organized
- Multi-tasking abilities and the ability to prioritize responsibilities
- Strong written and verbal communication skills

- A desire to learn and grow as part of a team
- Adaptable to new technologies and software transitions.
- Knowledge of payroll processes, tax deductions, and compliance.
- Experience with job costing, expense tracking, and AP processes.
- Strong communication and organizational skills.
- Ability to multitask and work independently.
- Construction industry experience is considered an asset but not required.

## WORKING ENVIRONMENT

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- Casual, friendly, easygoing office culture.
- Full-time, onsite position (8:00 AM – 4:00 PM).
- Opportunities for growth and expanded responsibilities.

This is a great opportunity for a motivated individual to contribute to a dynamic and growing team while developing their skills in payroll, job costing, and financial processes. If you're eager to take on new challenges in a supportive environment and expand your expertise, we encourage you to apply.

If you feel you would be a strong fit for this position and are interested in learning more, please send your resume to [laise.sato@mnp.ca](mailto:laise.sato@mnp.ca).

We thank all applicants for their interest; however, only those selected for further consideration will be contacted