

The Butchart Gardens is looking for an individual to fill the following position:

**DEPARTMENT: ACCOUNTING**  
**POSITION: ACCOUNTS PAYABLE CLERK**

The Accounts Payable Clerk will assist in receiving, processing, distribution, maintenance and payment of invoices.

**The successful candidate will be required to:**

- receive, sort and distribute invoices to the various departments for approval
- assist in coding and preparing approved invoices to be entered in the AccPac accounting system
- enter weekly invoice batches into AccPac
- prepare weekly cheque/payment batches and prepare cheques/payments
- set up and maintain Excel spreadsheets to distribute invoice amounts to departments
- prepare and process cheque requests and manual cheques as required
- reconcile invoices to vendor statements
- maintain filing system of paid invoices
- answer enquiries regarding payments and invoices
- provide assistance and support to other accounting staff and departments when required
- perform other general accounting duties as assigned

**Qualifications and Skill Requirements:**

- 1<sup>st</sup> year in an accounting program or equivalent in courses
- minimum one-year accounting experience
- good organizational, communication and time management skills
- high accuracy and attention to detail
- strong Excel skills
- ability to work well in a team environment
- familiarity with AccPac accounting or similar software an asset

This is a full-time, year-round position, offering 40 hours per week. The position works primarily Monday to Friday however there are seasonal requirements for weekend work and statutory holidays. Remuneration will be commensurate with the level of responsibility and the qualifications of the candidate. You must be legally permitted to work in Canada to be considered.

Please submit a cover letter and résumé by 5:00pm, Sunday September 30, 2018 through our employment web page, or to:

Human Resources, The Butchart Gardens, 800 Benvenuto Ave., Brentwood Bay, BC V8M 1J8.

Fax: (250) 544-4455

Email: [hr@butchartgardens.com](mailto:hr@butchartgardens.com)

***We sincerely thank all applicants however, only short-listed candidates will be contacted.***