



**Duz Cho Construction L.P.**  
5360 Ritchie Road  
PO Box 2408. Mackenzie, BC V0J 2C0  
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## **JOB POSTING – Payroll and Accounts Receivable Clerk**

### **Summary:**

To support the Duz Cho Finance Department to ensure timely, accurate and thorough processing of Payroll and Accounts Receivable.

### **Duties include:**

Maintain and facilitate a high level of clerical service:

- Prepare customer statements, bills and invoices
- Prepare monthly receivable statements
- Calculate and post receipts to appropriate general ledger accounts and verify details of transactions, such as funds received and total account balances
- Compile and sort documents, prepare and post invoices and credit and debit memos
- Process Record of Employment
- Respond to payroll inquiries from employees in a timely manner
- Prepare year-end reconciliations including T4's and other reporting requirements
- WorkSafe BC remittances and reporting
- Set up new employee, terminations, changes as necessary
- Bi-weekly timesheet entry and tracking
- Monthly CRA remittances including benefits
- Observes all accounting protocols and internal controls

Perform other related functions as required

### **Requirements:**

- Post -secondary education with a minimum of two years of full-cycle payroll administration and accounts receivable experience is an asset
- Demonstrated proficiency with Microsoft Word and Intermediate Excel
- Experience preparing payroll reconciliations at year-end

Proficiency using Sage 300 is an asset

**Submit resumes to:** Jimi Ademuyiwa  
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Phone: 250-997-4420  
Opening date: February 1<sup>th</sup>, 2018  
Closing date: Until filled

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