

Office Clerk (Accounting) - Mid Island Co-op Administration Office

Mid Island Co-op is a multi-million-dollar retail that sells petroleum and Liquor products. We currently have 15 gas bars & 4 "Mid Island Liquor" Stores located throughout Central and Northern Vancouver Island. Come on by and see what we're about!

We are a different kind of business: We are locally owned and invested, are community-minded and offer our customers lifetime member/owner benefits including patronage refunds, quality products, and quality services.

Position Summary

Reporting to the Senior Accountant, this full-time position is responsible for providing accounting and administrative support to the Mid Island Co-op and its members, ensuring effective and efficient office operations.

Duties:

- Process, review, reconcile and audit daily gas bar transactions
- Reconcile weekly gas bar accounts/entries
- ATM, Bank Card, Cash Drop, Charges, FCL, Givex, Lottery, Membership, Wet stock reconciliations
- Match purchase orders, confirming prices and quantity to vendors' invoices
- Enter invoices in accounting system for payments ensuring correct matching and approval
- Respond to vendors inquiries in a timely and professional manner
- Prepare petroleum weekly productivity for sales and litres
- Assist with month-end financial reports, audits and statements
- Key-in petroleum and cardlock prices; Provide membership services
- Contribute to the Team in living the Corporate Values of **Community, Respect, Teamwork and Integrity**

Qualifications:

- Diploma in Accounting or other related discipline; OR an equivalent combination of education, training and experience
- Ability to use Microsoft Word, Excel and Outlook at an intermediate level
- Self-motivated to work alone or can work as a member of a team
- Strong communication, inter-personal and customer service skills
- Ability to successfully pass a background check
- Excellent time-management and organizational skills with great attention to detail
- Knowledge of petroleum products and experience with petroleum pricing an asset

Wages:

This is a unionized position paying a competitive wage dependent on education and experience.

Mid Island Co-op offers all team members the following:

Employee Family Assistance Program • Excellent Opportunities for Advancement • Competitive Wages • Annual Bonus Program • Service Recognition Program • Learning and Development Opportunities.

Interested candidates are asked to submit a cover letter and resume by **March 10, 2020**, with **Office Clerk "Accounting"** in the subject line, by email to HR@midisland.coop, by fax to 250-729-8426, or in person at #103 – 2517 Bowen Road, Nanaimo.

WE THANK ALL CANDIDATES FOR THEIR INTEREST, HOWEVER,
ONLY THOSE CHOSEN TO CONTINUE IN THE SELECTION PROCESS WILL BE CONTACTED.

==== **Join Our Team!** =====