

**Job Title:** Accounts Payable Clerk (Part-Time)

**Location:** Remote (Canada) or Whitehorse, YT (Office Option Available)

**Reports To:** Finance Manager

**Job Summary:**

We are seeking a detail-oriented Accounts Payable Clerk to support invoice processing, bill payments, and project expense tracking. This role involves entering and processing vendor invoices in QuickBooks Online and recording project-related expenses in our project management system - Workzone. This is a part-time position with the potential to grow into a full-time role.

**Key Responsibilities:**

- Enter vendor invoices and bills into QuickBooks Online
- Upload and attach invoice documents in QuickBooks
- Process online bill payments
- Enter and allocate expenses to projects in Workzone
- Ensure expenses are coded to the correct accounts and projects
- Maintain organized digital records of invoices and receipts
- Communicate with the Finance Manager regarding missing information or coding questions
- Assist with expense tracking and receipt management
- Support the finance manager with administrative tasks as needed

**Note:** Bank reconciliations, GST remittances, cheque payments, EFT payments, and month-end procedures are handled by the Finance Manager.

**Qualifications:**

- 1–3 years of Accounts Payable, bookkeeping, or data entry experience
- Experience using QuickBooks Online
- Strong attention to detail and accuracy
- Comfortable working with digital documents and attachments
- Strong organizational and time management skills
- Comfortable working remotely and independently
- Basic Excel skills
- Experience with project costing or job costing is an asset

**Hours:** Part-Time (approximately 10-20 hours per week)

**Compensation:** Based on experience

**Ideal Candidate Traits:**

- Detail-oriented
- Reliable and consistent
- Comfortable with repetitive tasks
- Good communication skills
- Able to follow systems and procedures
- Not afraid to ask questions when unsure

Please send cover letter and resume to [hr@coregeo.ca](mailto:hr@coregeo.ca)

Thank you for your interest in joining our team. Due to the number of applications we receive, only candidates selected for an interview will be contacted.