



EMPLOYMENT OPPORTUNITY – ACCOUNTS PAYABLE CLERK

THE COMPANY

Harvey's Oil Ltd. is a market leader in both the home heat and industrial/commercial lubricant industry in Newfoundland and Labrador. Through the company's partnership with Petro-Canada Lubricants Inc., Harvey Oil's Ltd. has experienced significant growth in its industrial lubricant, light and base oil division while maintaining its customer service focus in home heat. Specifically, the lubricants division sells to the fishing, offshore, mining, manufacturing, construction, food and automotive industry.

THE ROLE

Harvey's Oil Ltd. has an opening for the position of a full-time, permanent Accounts Payable Clerk. The role of the Accounts Payable Clerk will have many responsibilities, which include but are not limited to the following:

- Record Vendor Invoices, preparing for payment, printing, and filing related reports.
- All filing to Accounts Payable Files.
- Assist Vendors with Setup and General Inquiries.
- Month End Review of Regular Expenses and Accruals.
- Reconciliation of various General Ledger Accounts.
- Assist with Year End Audit File.
- Answer All Incoming Calls as part of a Phone Queue.
- Preparing Customer refunds from account as requested.
- Front counter backup as required.
- General Customer Service.
- Various Administrative Duties as Required.

THE CANDIDATE

The ideal candidate will have the following:

- Post-secondary education in accounting (certificate or diploma) with related experience.
- Aptitude for computers and other technology.
- Proficiency in computer applications.
- Effective written and oral communication skills.
- Strong attention to detail.
- Data Entry skills.
- Self-confident individual with strong organizational skills that can prioritize and manage multiple tasks and deadlines in an efficient manner.
- Ability to provide professional and courteous service in any scenario.
- Ability to understand and work with diverse groups of people and clients.
- Teamwork skills that support a team based operation.
- Ability to work in a repetitive environment.
- Strong analytical skills.
- Ability to understand and work with diverse groups of people and clients.



Individuals interested in applying for this position should send a resume by January 28th, 2022 to:

**Harvey's Oil Ltd.
87 Water Street
St. John's, NL A1C 5X3
Fax: (709) 726-8044
Email: humanresources@aharvey.nf.ca**

Harvey's Oil Ltd. is an equal opportunity employer; however only those selected for an interview will be contacted.