



EMPLOYMENT OPPORTUNITY – ACCOUNTING CLERK

THE COMPANY

Harvey's Oil Ltd. has been an industry leader in providing reliable home heating services for generations. Currently employing more than 50 people, their current service offerings include home heating, industrial lubricant and diesel delivery services to roughly 7,000 customers in the Greater St. John's area and island wide. In response to changing customer dynamics, the company recently expanded into offering heat pumps, mini-splits and propane delivery. The company is continuing to grow and maintains a strong focus on innovation and the adoption of new technology and is committed offer quality local customer service. Harvey's Oil Ltd is a joint venture partnership between A. Harvey & Co Ltd. and Petro Canada.

We are now moving into the Propane Equipment and Delivery Category.

EMPLOYEE OFFERINGS

When becoming an employee with Harvey's Oil Ltd. some of the employee offerings you will be eligible for are the following:

- Defined Contributions pension plan
- Robust Benefits plan through Blue Cross
- 12 Paid personal leave days per calendar year
- Corporate Wellness Policy
- Statutory and other provincial holidays totaling 15 paid days per calendar year
- Internal Short Term sick leave program
- Education reimbursement policy
- Paid vacation starting at 3 weeks
- Free Employee Parking

THE ROLE

Harvey's Oil Ltd. has an opening for the position of a full-time, permanent Accounting Clerk located in our office at 87 Water Street, St. John's. Specific responsibilities of this role 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
- Maintaining Vehicle maintenance log. (Backup)
- 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
- Front Counter (Backup)
- Preparing Customer refunds from account as requested.
- General Customer Service



- Various Administrative Duties as Required

THE CANDIDATE

The ideal candidate will have the following:

- Requires a high school diploma
- 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
- Data Entry skills
- Customer Service skills Ability to work in a repetitive environment.
- Ability to work in a fast-paced, multitask environment.
- Ability to effectively manage time and meet deadlines.
- Highly developed organizational skills.
- Ability to work with minimum supervision.
- Strong analytical skills.
- Ability to work effectively under stressful situations.
- Good interpersonal skills.
- Ability to work as a member of the Harvey's Oil Accounting team.
- Ability to recognize and resolve conflict.
- Ability to provide professional and courteous service in any scenario.
- Ability to understand and work with diverse groups of people and clients.

Individuals interested in applying for this position should send a resume by Monday October 13th, 2025 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.