



Position: Accounts Payable Administrator with opportunity for growth

Company: G3 Genuine Guide Gear Inc. (www.genuineguidegear.com) manufactures backcountry ski equipment and related products. Founded in 1996, G3 is now available in more than 20 countries and is widely known within the industry as an award winning innovative design company. G3 continues to experience strong growth and needs an Accounts Payable master with a keen eye for detail and a strong understanding its importance to the organization.

G3's Purpose is to amplify our customers' exhilarating outdoor experiences. Innovation and integrity reflect our deepest intention. We reinforce these values with each other and our partners as they permeate everything we do. We treasure and thrive in a non-ego driven and work-life balanced environment and embody 'Above The Line' behaviour. If our values resonate with you, please consider this position.

Based in Burnaby, this position will begin as full-time accounts payable, but expand into administration and accounting tasks. The potential is unlimited for the right applicant.

Key areas include:

- Accounts Payable
- Banking and petty cash
- Expenses, credit cards
- Statutory reporting, taxes
- Accounts Receivable backup
- Office Administration

Background:

- Education: Post-secondary level courses in Accounting, CPA candidate is an asset
- Experience: minimum 2 years full-cycle experience in AP/Accounting using an ERP in a manufacturing environment
- Competent in Outlook, Excel and Word.
- Excellent attention to detail.
- Proven superior written and oral communication skills.
- Excellent interpersonal skills with a customer service orientation
- Ability to work independently and as part of a team.
- Good time management skills and ability to meet deadlines.
- Experience in a fast-growth entrepreneurial company is an asset

To apply, please forward a cover letter and resume to hr@effectivehr.ca. We thank everyone for applying; however we will contact only those considered for an interview.