

# Immediate Job Opportunity

## Employment Opportunity Office Administrator/Accounting Clerk

Paintearth Gas Co-op Ltd. is seeking to fill a permanent full time Office admin/Accounting Clerk position with any of the following skills as a preference; accounting background, office experience, and/or Health and Safety training/experience. Excellent computer skills are a must and knowledge of accounting and payroll is a huge asset. This position is 5 days/week and 7.5 hrs/day with every second Thursday and Friday off.

Our office is in Castor Alberta, and we provide natural gas service to a large surrounding area. Our Co-op is a mix of industrial, commercial, agriculture, rural and urban residential customers. If you are looking for a challenging career working with modern day technology and willing to attend training courses this could be the opportunity for you.

Candidates should have good written and oral communication skills and enjoy working with the public. Preference will be given to individuals who have knowledge of software applications for Utility Billing, Accounting, automatic meter reading, GasMan, Newviews and have excellent computer skills with various types of programs. This position will require answering phones, dealing with customers, payroll, sending/receiving invoices, accounts payable/receivable, gas balancing and more. Training will be provided for the right applicant.

Our Co-op offers a competitive salary which is dependant on the qualifications and training of the applicant along with a benefit and pension plan. Applicants must hold at a minimum a valid Class 5 driver's licence. Resumes may be submitted by fax or email to Paintearth Gas Co-op Ltd., Attn. General Manager at 403-882-3972 or [scott@paintgas.ca](mailto:scott@paintgas.ca)