



Legacy Pacific Land Corporation

A member of the Legacy Pacific Group of Companies

Legacy Pacific Land Corporation is the leading industrial landlord and developer in the Upper Fraser Valley with over 650,000 sq. ft. of industrial/warehouse/office space on more than 75 acres of land. Additionally, the Legacy Pacific Group is in the start up phase of a food processing facility.

Job Title: Accounting Assistant

Job Type: Summer Accounting Position (hours are flexible)

Hours of Work: Office hours are Monday - Friday 8:30am to 5:00pm. Work hours can be flexible to meet school and/or family schedules. Some flexibility may be required outside of office hours from time-to-time.

Job Description/Duties:

This is an entry level full time position for the summer shifting to part-time in the fall. We are seeking a 3rd to 4th year Business Admin/Accounting student located in the Chilliwack/Abbotsford area. Please note, there is no public transit in the area, so a car is required.

Responsibilities include A/P, A/R (including invoicing, lease administration, and collections), banking, account reconciliations, and a variety of other tasks related to accounting and bookkeeping. The successful candidate will possess solid knowledge of accounting principles and bookkeeping procedures. Superior time management and organizational skills are critical to success. Experience in property management or construction industries will be a definite asset, though not required. **Excellent computer skills are mandatory** including proficiency in Microsoft Word and Excel, exposure to a computerized accounting or ERP systems would be beneficial.

Necessary Qualifications:

- 3rd to 4th year Business Admin/Accounting student or suitable accounting training and work experience
- Some experience and a proven ability to perform
- Can-do attitude
- Willingness to learn
- Self-motivated, organized, and able to work in a team environment
- Superior time management and organizational skills
- Strong verbal and written communication skills
- Proven proficiency in Microsoft Excel and other Microsoft Office applications
- Solid ethics and unwavering commitment to confidentiality

Preferred Qualifications:

- Prior accounting experience
- Experience with SAP Business One or other ERP systems
- Experience with property management or construction/development industry

Contact:

- Please submit resumes with salary expectations by e-mail to jobs@legacypacific.com
- No phone calls please
- Cover letters can be addressed to Amanda Horner, Controller