

# Castle Rock

ENTERPRISES LIMITED PARTNERSHIP

A DAKWAKADA COMPANY

## ABOUT CASTLE ROCK

Castle Rock is a locally First Nation owned company based in Whitehorse, Yukon. We are dedicated to quality work at competitive pricing for our clients and customers. Safety is a top priority at Castle Rock and we value our employees and strive to provide a safe and satisfying work environment for all. Castle Rock's 20 years of business has created a strong tradition and commitment of providing excellent service to its customer base.

## Employment Opportunity: Accounting Clerk

**Length: Full-time Permanent**

**Wage: \$22 - \$25 D.O.E.**

We are currently looking for a dynamic and motivated individual with experience in accounting and administrative tasks to fill a number of roles and responsibilities. We offer a competitive wage, based on experience, with a comprehensive benefits package.

## Essential Qualifications:

- Completion of a post-secondary program in finance or accounting, or 5 years related experience.
- Experience working in accounting-related software, preferably Viewpoint Vista.
- Experience with Microsoft Office (Outlook, Excel... etc.)

## Responsibilities:

- Biweekly payroll processing
- Accounts payable
- Various administrative tasks and projects, as required
- Data entry

## Desired Knowledge, skills and abilities:

- Able to work in collaboration with others, with minimum supervision
- Strong written and communication skills
- Strong attention to detail
- Excellent organizational skills
- Ability to identify inefficiencies and recommend improvements

Quote "Accounting Clerk" with cover letter and references to:  
[controller@castlerockent.com](mailto:controller@castlerockent.com)

Only short-listed individuals with desired qualifications and experience will be contacted. **No phone calls please.**