



Job Posting

Accounting Clerk

KWS Keys Welding Service, a division of the STC Industrial Group of Companies, is a First Nations owned industrial construction & maintenance contracting company delivering safe, competitive, quality services to our clients, and engagement and growth to Indigenous communities and people.

Position:

The **Accounting Clerk** is responsible for supporting key financial operations at STC Industrial Group including payroll, accounts receivable, accounts payable, inventory management, and audit preparation. This role plays a vital part in ensuring timely, accurate financial reporting and compliance, while also contributing to continuous improvement initiatives. This position is located at Keys Welding Service Ltd. facility in the North Corman Industrial Park.

Duties & Responsibilities:

- Lead bi-weekly payroll processing, including time entry review, pay rate changes, premiums, deductions, allowances, and fringe benefits.
- Prepare and issue customer invoices; manage accounts receivable follow-ups on overdue accounts.
- Processing accounts payable transactions, vendor payments, and statement review.
- Support month-end and year-end closing procedures.
- Assist with inventory tracking and management tasks.
- Prepare audit-related documentation and support audit processes.
- Ensure compliance with accounting policies and procedures; identify and implement improvements.
- Lead the process for the project close out within the ERP system.
- Collaborate with cross-functional team members on financial and administrative projects.
- Comply with all relevant legislation, regulations, and internal policies.
- Perform other duties as required to support organizational goals and values.

Education and Experience:

- Accounting certificate or diploma preferred; equivalent experience will be considered.
- Experience with accounting software is considered an asset.
- Proficiency in Microsoft Office Suite, especially Excel and Outlook.
- Previous experience in accounting, payroll, or administrative finance roles.

If you are interested, please submit a cover letter and resume to apply@stcigroup.ca

Indigenous candidates are strongly encouraged to apply. TD1-IN Exemption is available for status employees.

We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.