



## **Accounting Clerk / Customer Service**

### **Who we are**

Santevia Water Systems designs, manufactures and distributes eco-friendly, home water filtration systems in Canada, US, China and other select markets. Our small but rapidly growing company is uniquely located in Delta, BC and is made up of forward-thinking, active, and caring individuals. Our core values at Santevia are integrity, respect, empowerment, and team work. Our team lives these core values and demonstrates our dedication through the donation of 10% of profits to the Santevia Gives Back program which sponsors orphanages in Thailand, schools in the slums of Bangladesh and water projects in Africa and Asia. Our team actively participates in fun health programs and we encourage outdoor activities, the use of our gym and biking to work.

### **Who you are**

We are currently searching for an accounting coordinator to manage the accounts payable, accounts receivable, reconciliations and other general accounting functions. You're a people oriented person who can plan, organize, and problem-solve to achieve goals. You have a disciplined approach to managing details and meeting timelines. You thrive in a fast-paced environment and are willing to roll up your sleeves to get the job done.

### **Responsibilities**

Utilize QuickBooks accounting software to complete, sales orders, payables, and receivables. Prepare executive expense reimbursement. Receives, processes and verifies the accuracy of customer orders and account information, responding to customer requests for information in a timely manner. Provides additional telephone support to Customer Service group as call volume requires. Ensures and provides quality service to both internal and external customers.

### **Education and Experience**

- Minimum completion of a 1 year Accounting certificate required with at least 2 years of experience in an accounting related role.
- Attention to detail and excellent communication skills with experience dealing with both internal and external customers.
- Proficient with computerized accounting software (preferably QuickBooks)
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- Successful candidates will be an energetic, professional, proactive and positive individual who takes ownership of their responsibilities.
- Experience in the natural health industry is an asset
- A philosophy that customer service is important above all and an ability to resolve customer needs in innovative and effective manners is the key success factor of this role.
- Previous experience communicating with and assisting in the development, maintenance and

service of clients is necessary.

- Able to maintain a high level of confidentiality and discretion
- Able to work to deadlines, prioritize tasks appropriately and multitask effectively
- Fluent in English

- Canadian citizen or permanent resident

***Salary Range: \$35,000 +***

***Submit resumes to:*** [admin@santevia.com](mailto:admin@santevia.com)

***Closing date: April 30***

***Only applicants selected for an interview will be contacted.***