

**Chief Isaac Group of Companies**

Chief Isaac Inc is looking for :

JOB TITLE : ACCOUNTING CLERK

JOB REQUIREMENT : Maximum of 4-5 years degree and experience in Accounting

JOB DESCRIPTION :

* Must be able to calculate, prepare and process bills, account payables, invoices according to the company procedure and standard.
* Must be able to prepare monthly reports or cost estimates required by the company.
* Must be able to calculate cost for goods & services based on estimate, quotations and pricelists.
* Must be able to respond to customer inquiries, maintain customer good relations and be able to solve issues & problems with minimal supervision.
* Must be able to perform related clerical duties such as maintaining files and records according to company standards.
* Have knowledge on Word Processing, Microsoft Excel and Accounting Software training is a must.

Please submit your resume online at [info@chiefisaac.ca](mailto:info@chiefisaac.ca) or drop your resume at Chief Isaac Inc. Office on 1371 2nd Avenue, Dawson City,YT.