

JOB TITLE: Temporary - Accounts Receivable Clerk
LOCATION: Kelowna, BC
EMPLOYMENT TYPE: Contract
PAY RANGE: \$22 - 24
APPLICATION SUBMISSION DEADLINE: OPEN UNTIL FILLED

BigSteelBox, Canada's most diversified shipping container company, is looking for a **Temporary Accounts Receivable Clerk** to join our Finance team at our Central Support Office in Kelowna, BC.

This is a **contract position ideal for someone with administrative or accounting experience** who is looking to contribute to a dynamic team in a fast-paced, professional environment. The position is expected to run for approximately 2 months (with the potential for extension depending on business needs) and offers a competitive hourly wage and a supportive, team-oriented culture.

At BigSteelBox, we're proud to be certified as a Great Place to Work®, and we take that seriously. You'll be part of a team that values hard work, continuous improvement, and yes, having fun while doing it. This role is a great opportunity to gain further experience in finance while making a meaningful contribution to our customers and communities.

What You'll Be Doing:

Working under the guidance of the Accounts Receivable Supervisor, you'll support the team with a variety of finance and administrative tasks, including:

- Reviewing internal reports to ensure accuracy and updating variances
- Receiving returned inventory into the accounting system
- Identifying and correcting data errors through reporting tools
- Assisting with billing, posting invoices, and processing payments
- Helping with credits, refunds, and collections follow-up
- Responding to internal and customer billing inquiries by phone and email
- Maintaining and updating customer account records
- Supporting general administrative tasks and other duties as required

What We're Looking For:

- Enrolled in or recently completed a post-secondary program in accounting, finance, or a related field
- Basic knowledge of accounting concepts and strong attention to detail
- Comfortable working with Microsoft Office, especially Excel, Outlook, and Word
- Excellent written and verbal communication skills
- Strong organizational skills and the ability to multitask
- Reliable, teachable, and proactive in taking on tasks
- A team player with a positive attitude and a willingness to learn
- Previous experience in an office, finance, or customer service role
- Familiarity with accounting software

At BigSteelBox, we do more than just provide storage—we **care for people beyond their expectations, one relationship at a time**. If you're looking to build your experience in a supportive environment that values growth and people, apply today.

We thank all applicants in advance; only those selected for an interview will be contacted.