



## ADMINISTRATION

POSITIONS IN THE FOREST PRODUCTS INDUSTRY



# ACCOUNTING PROFESSIONALS

**OTHER JOB TITLES:** *accounting clerk, accounts payable clerk, accounts receivable clerk, audit clerk, billing clerk, budget clerk.*

**IF YOU WANT GOOD PAY, OPPORTUNITIES TO LEARN ON THE JOB, A GREAT LIFESTYLE AND THE CHANCE TO WORK IN CANADA'S GREENEST WORKFORCE, THEN THE FOREST PRODUCTS INDUSTRY IS RIGHT FOR YOU.**

Why green? The forests are a renewable natural resource and the Canadian forest products industry is known for its world-class environmental credentials, including having the most certified forests in the world, and cutting more than 70% of its greenhouse gas emissions since 1990.

The industry offers something for everyone. It's an industry with a reputation for investing in skills training and career growth, and no matter what part of the forest products industry you work in - on the mill floor as a mechanical engineer, or in the forest as a forestry technician - every job is part of the greenest industry in Canada.

Canadian forest product companies will need to hire 60,000, or more, **new workers by 2020** to meet demand and you could be one of them!

### DESCRIPTION

Accounting and related administrative clerks calculate, prepare and process bills, invoices, accounts payable and receivable. They also keep track of budgets and other financial records. These roles are all about finding efficiencies, creating opportunities and maximizing value for the forest products industry.

If you follow this rewarding path in the forest products industry, you will need to have proficiency in software programs, good organizational and communication skills and be able to multitask.

Working as an accounting clerk in the forest products industry opens up the opportunity to move up to supervisory or skilled financial occupations, such as accounts payable supervisor, bookkeeper or office manager.

### KEY RESPONSIBILITIES

Accounting and related clerks perform a wide range of responsibilities. On any given day you might:

- calculate, prepare and issue documents like bills, invoices, inventory reports and account statements
- verify and reconcile transactions
- keep track of budgets
- calculate costs of materials, overhead and other expenses
- maintain good customer relations
- perform clerical duties like word processing, filing, faxing and photocopying

### THIS JOB IS RIGHT FOR YOU IF...

- you want to live an oversized life in one of Canada's beautiful forest communities
- a sense of community is important to you
- you like variety and learning new things
- you want to make a difference working in a green job
- you like working with computers
- you are methodical
- you have an eye for detail and process
- you like numbers

### \$ EARNING POTENTIAL



This is the high end of the Canadian average. In some areas, more senior accounting clerks make \$37 per hour.

### + BENEFITS MAY INCLUDE

- Apprenticeships
- Career growth
- Daycare
- Dental and medical plans
- Employee assistance plans
- Pensions
- Ongoing training

### EDUCATION AND TRAINING

To work as an accounting or administrative clerk, you will need to finish high school. If you want to advance your career further, finishing college or other courses certified by the Certified General Accountants Association of Canada, Canadian Securities Institute or Canadian Bookkeepers Association will help increase your earning potential. Here is a complete list of Canadian Universities and Colleges: [thegreenestworkforce.ca/education](http://thegreenestworkforce.ca/education)

### #LIFE'S BETTER HERE

**Dare to Compare. See how much time and money you would save by moving to a forest community. Visit [thegreenestworkforce.ca/compare](http://thegreenestworkforce.ca/compare)**