

What we do

CIF Construction is a premium heavy civil contractor specializing in concrete and earthworks across Western Canada. We deliver high-quality infrastructure projects for the mining, energy, forestry, oil & gas, and transportation sectors. With our own diverse fleet of equipment, including portable batch plants, we self-perform a wide range of services such as survey, scaffold, concrete, formwork, reinforcement, and cellular concrete. We are experienced in working in remote locations and challenging conditions.

Position Summary

We're looking for a customer service-oriented Reception & Accounts Payable Coordinator to help keep our office and projects running smoothly. This role is ideal for someone who can manage invoices and admin details while also handling front-desk coordination in a busy, practical construction setting.

The coordinator helps keep vendor invoices, payments, and documentation organized, accurate, and moving on schedule through clear communication and reliable service.

Key Responsibilities

Accounts Payable

- Review invoices for coding, approvals, supporting documentation and policy compliance
- Data entry for all invoices
- Work with purchasing team to ensure POs are entered and coded, and items are received
- Maintain vendor records and update account information as necessary
- Manage vendor inquiries
- Reconcile accounts payable transactions and resolve discrepancies in a timely manner
- Review monthly statements and assist in month-end closing activities related to accounts payable
- Collaborate with the accounting team to ensure accurate financial reporting.
- Work within various accounting software
- Communicate effectively with vendors regarding payment inquiries and account issues.
- Manage internal inquiries on the status of vendor payments and related coding
- Manage all documentation related to AP and ensure they're filed correctly and according to company policy and procedures

Reception & General Administration

- Provide professional and friendly front line reception coverage
- Greet visitors, answer and direct incoming calls, and manage general inquiries
- Maintain organized electronic and physical filing system
- Drive to collect mail and deliver bank deposits as required
- Issue, manage, and reconcile employee fuel cards
- Assist in travel and accommodation booking
- Maintain office supplies
- Prepare reports and documentation as required
- Collaborate with the Management Team on audits, budgeting, and reporting
- Safeguard sensitive company and employee information, always maintaining the highest standards of confidentiality
- Assist with special projects as required

Qualifications

- Grade 12 diploma or equivalent
- Bookkeeping or accounting courses is an asset
- Experience in a construction or industrial environment is an asset
- 3 + years experience in a receptionist, administrative, or office support role
- 3 + years experience in an accounts payable role
- Proficiency in Microsoft Suite including Outlook & Excel
- Proficiency in Spectrum is an asset
- Valid Driver's Licence

Skills & Competencies

- Strong attention to detail, accuracy, and confidentiality
- Excellent organizational and time-management skills
- Strong analytical, problem-solving, and decision-making abilities
- Customer-focused, professional, and collaborative communication style
- Ability to manage competing priorities in a fast-paced environment

This position is based in Prince George, BC, Monday to Friday, 7am to 4pm, at a rate between \$45,000 and \$55,000 per year commensurate on experience.

Why Work at CIF

At CIF, employees benefit from a work-life balance with flexible time off and rewarding compensation that includes RSP contributions & competitive health benefits. We support a culture that prioritizes working safely to ensure everyone can enjoy days off with those most important to them. As an established company with over 30 years of success, CIF offers a stable and trusted workplace with low turnover, thanks to its dedicated team of long-standing employees.

If the role and what we offer is what you're looking for, please send your resume to ***jobs@cifcon.com***