

Port Hardy Home Hardware Building Centre is seeking a full time Bookkeeper / Office Administrator to join our team. We are looking for an experienced bookkeeping, finance controller, or accounting professional to join our organization and help manage our office and bookkeeping practices. Applicant **MUST** have bookkeeping experience as well as experience using Sage, or a similar bookkeeping software.

Responsibilities:

- Maintain the company's bookkeeping on Sage
- Verify accuracy of invoices, and other accounting documents and records.
- Update and maintain accounting transactions
- Tabulate daily sales and record them as to cash, credit, discounted, etc., according to company policy.

- Take daily transaction reports from the POS system and transfer them into the store's financial records.

- Prepare profit and loss statements and balance sheets as often as required, in accordance with company policy.

- Full cycle Accounts Receivable, and Payable
- Process semi-monthly payroll
- Prepare accounting reports for management.
- Make bank deposits.
- Maintain professional confidentiality of all store and customer records.
- Work on additional duties and assignments as assigned by management.

- Competency in Microsoft applications such as Word, Excel, and Outlook.
- Must have good interpersonal skills and confident customer service skills.

Required Experience:

- Processing payroll reporting and remits.
- Knowledge in GST, and PST
- Administrating and processing both AP and AR transactions
- Preparing month end financials including income statement and balance sheet
- Office management experience.

Recommended Experience:

- Two years of full charge bookkeeping experience or equivalent.

To Apply:

- Please include references or other material relevant to application.

Compensation:

Offer is competitive with industry average and will be based on experience.