

EXPERIENCED BOOKKEEPER

Job type: 28 hours per week (Monday- Thursday) 8:30 am - 4:30 pm increasing to 35 hours Per week for the months of February, March and April

Skills required:

- Accounting Diploma/Certificate or combination of equivalent education and skills
- Comprehensive knowledge of accounting procedures and principles
- Experience with full cycle bookkeeping
- Sage 50 and Quickbooks online. Minimum 2 year's experience
- Payroll experience with familiarity of the Employment Standards Act and Worksafe BC Guidelines
- Quick learner, self-starter, superior customer service skills and excellent telephone manner
- Willingness to adapt to a dynamic work environment and deal with people sensitively and professionally

Job Duties:

- Process accounts payable, receivable and payroll for various clients
- Monthly reconciliations
- Preparing monthly/quarterly remittance for payroll, GST and PST
- Maintain a high level of confidentiality
- Prioritize tasks and work both independently or as part of a team

Wage: Dependent on experience. Health Spending Account available after 3-month employment.

How to Apply: Email resume with cover letter to
bookkeepingjob2022@gmail.com

We thank all applications for their interest in this position, however, only those candidates selected for an interview will be contacted.