

WorkBC Employment Services – Job Posting

BOOKKEEPER

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Valley Business Centre Bookkeeping and Payroll Services
City of the Job	Whistler
Address of the Job	12 - 1006 Lynham Rd, Whistler BC V0N 1B1
Job Type	;#Full Time;#
Availability Requirements	;#5 days a week, flexible hours;#
Level / Salary Range	TBD
Years of Experience	
Position Area	
Date Job Posted	10/19/2018 12:00:00 AM
Application Deadline	11/22/2018 12:00:00 AM
Contact Name	Lucia
Contact Phone Number	Fax Number: 6043679057
Contact Email	lucia@valley-business.ca
How to Apply	careers@valley-business.ca
Job Description	<p>Responsibilities:</p> <p>Accounting/Bookkeeping:</p> <ul style="list-style-type: none"> • Demonstrated experience with Sage Accounting and QuickBooks • Verify and post transactions to maintain accurate and current financial records • A/P: Enter and pay supplier invoices • A/R: Issue invoices to customers and ensure receivables are collected • Sales tax (GST/HST, PST) recording & remittances • Record cash receipts and bank deposits • Conduct monthly reconciliations of all bank and credit card accounts • Full cycle bookkeeping experience • Completing all necessary bookkeeping activities • Maintain orderly accounting filing system • Provide information and work with external accountants for yearly financial statements. <p>Customer Service:</p> <ul style="list-style-type: none"> • Ability to work with customers to retain accounts. • Maintain a high level of customer service and professionalism to a wide range of customers

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<p>Accessibility</p>	
<p>Desired Qualifications and Experience</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Certificate/Diploma in Accounting or Bookkeeping would be an asset. • 3+ years Bookkeeping experience • Must have experience with Sage and preferably QuickBooks accounting software • Proficiency in Microsoft Office, MS Outlook, Word, and Excel • Digitally savvy, comfortable with learning new technology & software • Excellent time management skills and ability to multi-task and prioritize work • Motivated self-starter, unafraid to take initiative and solve problems • Excellent written and verbal communication skills, high attention to detail • Aptitude for improving systems and processes • Team player. <p>Additional Information: Full time position with health benefits - 5 days a week, flexible hours, competitive salary and annual Recreation Benefit of toward your choice of recreation.</p>
<p>Opportunity Type</p>	<ul style="list-style-type: none"> •