

WorkBC Employment Services – Job Posting

FULL-CYCLE BOOKKEEPER

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Valley Business Centre
City of the Job	Whistler
Address of the Job	12 - 1006 Lynham Rd, WHISTLER
Job Type	;#Full Time;#
Availability Requirements	;#5 days a week;#
Level / Salary Range	\$20-\$25/hr
Years of Experience	
Position Area	Skilled
Date Job Posted	12/21/2018 12:00:00 AM
Application Deadline	2/1/2019 12:00:00 AM
Contact Name	Lucia
Contact Phone Number	
Contact Email	lucia@valley-business.ca ; career@valley-business.ca
How to Apply	If you have a passion for this business please send your resume at careers@valley-business.ca
Job Description	<p>Well-established Bookkeeping and payroll business based in beautiful Whistler is seeking a qualified Bookkeeper to join our dynamic team. We offer a competitive salary with growth opportunity in a pleasant office environment.</p> <p>Requirements: Successful candidate will be assigned responsibility for own customer files. This will involve sorting paperwork, checking & verifying source documents, allocating and posting financial transaction details, reconciling and balancing bank and credit card statements, generating reports & financial statements, maintaining internal control systems, managing accounts payable & receivable, preparing cheques, payments as well as government remittances such as GST/PST returns ,WCB, T4, T4A.</p> <p>We are looking for someone to fill and grow into this role that has a keen attention to detail and excellent problem-solving ability. As we deal with many different businesses on a daily, weekly, monthly & quarterly basis, you must be able to change gears often.</p>

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<p>Accessibility</p>	
<p>Desired Qualifications and Experience</p>	<p><i>Skills/Qualifications:</i> Necessary are the solid understanding of bookkeeping practices and GAAP with Post-Secondary - Degree/Diploma/Certificate in Related Field and minimum 2 years of full-cycle bookkeeping . You must be fully experienced with Sage Accounting and/or QuickBooks. Excellent written and verbal communication skills, high attention to detail are required.</p> <p><i>Additional Information:</i> Full time position with health benefits - 5 days a week, competitive salary and Recreational annual bonus.</p>
<p>Opportunity Type</p>	<p>?</p>