

WorkBC Employment Services – Job Posting

BOOKKEEPERS (2)

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 BC V0N 1B1
Job Type	;#Full Time;#Permanent;#
Availability Requirements	;#5 days a week, flexible hours;#
Level / Salary Range	\$20-\$25/hr
Years of Experience	1-2 years
Position Area	Skilled
Date Job Posted	1/4/2019 12:00:00 AM
Application Deadline	2/10/2019 12:00:00 AM
Contact Name	Lucia
Contact Phone Number	
Contact Email	<a href="mailto:lucia@valley-business.ca">lucia@valley-business.ca</a>
How to Apply	Email your resume to <a href="mailto:careers@valley-business.ca">careers@valley-business.ca</a>
Job Description	<p>Valley Business Centre believes in delivering a stress-free service to our clients. Our team is experienced and reliable. Established in 1990, we provide exceptional bookkeeping and payroll services to our clients in Whistler, Squamish, the Sea to Sky Corridor, BC and beyond.</p> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience with Sage 50/QuickBooks</li> <li>• Verify and post transactions to maintain accurate and current financial records</li> <li>• A/P: Enter and pay supplier invoices</li> <li>• A/R: Issue invoices to customers and ensure receivables are collected</li> <li>• Sales tax (GST/HST, PST) recording &amp; remittances</li> <li>• Record cash receipts and bank deposits</li> <li>• Conduct monthly reconciliations of all bank and credit card accounts</li> <li>• Completing all necessary bookkeeping activities</li> <li>• Maintain orderly accounting filing system</li> <li>• Provide information and work with external accountants for yearly financial statements.</li> <li>• Ability to work with customers to retain accounts.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Maintain a high level of customer service and professionalism to a wide range of customers</li> </ul>
<b>Accessibility</b>	
<b>Desired Qualifications and Experience</b>	<p><b>Skills and Assets:</b></p> <ul style="list-style-type: none"> <li>• Certificate/Diploma in Accounting or Bookkeeping would be an asset.</li> <li>• 2+ years Bookkeeping experience</li> <li>• Must have experience with Sage 50/ QuickBooks accounting software</li> <li>• Proficiency in Microsoft Office, MS Outlook, Word, and Excel</li> <li>• Digitally savvy, comfortable with learning new technology &amp; software</li> <li>• Excellent time management skills and ability to multi-task and prioritize work</li> <li>• Motivated self-starter, unafraid to take initiative and solve problems</li> <li>• Excellent written and verbal communication skills, high attention to detail</li> <li>• Aptitude for improving systems and processes</li> <li>• Team player.</li> </ul> <p><b>Additional Information:</b>  Well-established Bookkeeping company looking for a full-time Bookkeeper willing to become part of our growing business and amazing team.  If you have bookkeeping /accounting experience (payables, receivables, payroll etc.) and knowledge of Sage/ QuickBooks we like to hear from you.  We offer competitive salary with health benefits - 5 days a week, flexible hours, Recreational annual bonus and the opportunity to work in beautiful Whistler.</p>
<b>Opportunity Type</b>	<ul style="list-style-type: none"> <li>•</li> </ul>