



Bookkeeper

We are seeking a highly organized, professional, motivated and proactive individual to join our team 16-32 hours per week.

We are looking for someone with office skills to assist in the accounting department. You must be able to focus on your work within an open environment yet be open to supporting team member's requests at any time. The successful candidate will be an individual who can manage multiple tasks and tight timelines, is professional and friendly and, can work both independently and as part of team.

AREAS OF RESPONSIBILITIES AND DUTIES -

- Accounts Payable, Accounts Receivable, and all related duties
- Bank deposits and reconciliations
- Ensuring expenses get allocated to the appropriate funder
- Reconciliation of monthly income
- Credit Card Reconciliations
- Ecommerce reconciliation
- Tracking budget and monthly cash flow
- Creating monthly financial statements
- Preparing for the yearly audit
- Preparation of GST reporting
- Preparation of Annual T2 filing
- Working closely with the Board Treasurer to ensure accurate financial statements and funding reports
- Provide accounting assistance and support to the team

EXPERIENCE & QUALIFICATIONS

- Diploma in Accounting
- Exemplary interpersonal and communication skills – both written and verbal
- Self-awareness and initiative with a strong ability to problem solve
- Ability to provide the highest level of customer service to internal and external customers
- Intermediate knowledge of Microsoft Office Suite skills including Word, Excel, Power Point and Outlook
- Experience with Simply Accounting
- Highly organized
- High attention to detail
- Excellent financial and management skills

BENEFITS

- Competitive compensation and is negotiable based on experience
- Health Spending Account

Please send resume, cover letter and salary expectations to resumes@associationsplus.ca



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