

KITSUMKALUM



www.kitsumkalum.com

Kitsumkalum Economic Development LP
14303 Hwy 16 W
Terrace BC, V8G0C8

Job Posting: Bookkeeper

Open period: until found

Job summary: Full time, Permanent

Remuneration: Pay is dependent on experience, current education & qualifications. Benefits available probationary period.

Kitsumkalum Development is looking for an experienced bookkeeper to join our team. The successful candidate will assist in bookkeeping duties for our economic entities including Kalum Quarry LP, Kalum Land Holdings, Kalum Management Services, Kitsumkalum Development & Kalum Logistics Park.

Responsibilities:

- Full cycle Accounts Payable and Accounts Receivable
- Full cycle bi-weekly Payroll activities for salaried and hourly employees
- Manage payroll information requests and questions
- Protect confidential payroll operation information and maintain employee confidence
- Creating and posting invoices
- Prepare all expenses and posting journal entries
- Helping with the month-end process - accruals, adjusting entries
- Ensuring compliance with federal and provincial regulations and guidelines
- Produce monthly reconciliations, financial statements and all supporting documents

Qualifications:

- Minimum of 2 years work experience in a similar role
 - o Previous experience working within a Quarry or Industrial operation is an asset
- Experience preparing biweekly payroll for salary and hourly employees
- Exceptional verbal and written communication skills
- Outstanding multi-tasking abilities and organizational skills
- Strong working knowledge of Microsoft Office and Sage 50 (aka Simply Accounting) is required
- Commitment and ability to meet critical business deadlines
- High attention to detail

Please submit a resume & cover letter to:
Michelle Horner, Financial Administrator
mhorner@kitsumkalum.bc.ca

Thank you for your interest, only those selected for an interview will be contacted.