

KITSUMKALUM DEVELOPMENT LP



14303 Hwy 16 W, Terrace BC, V8G0C8

Job Posting: Bookkeeper

Open period: until found

Job summary: Part-time, Permanent

Remuneration: Pay is dependent on experience, current education & qualifications.

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
- 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
- Filing, scanning & information management

Qualifications:

- First year business administration or equivalent
- 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
- Experience preparing bi-weekly payroll for salary and hourly employees an asset

If you are interested in this opportunity, please submit a resume & cover letter to Michelle Horner mhorner@kitsumkalum.com & Diane Collins dcollins@kitsumkalum.com

Only those selected for interview will be contacted.