



Finance Assistant/Bookkeeper

Location: Terrace, BC

Positions Available: 1

Term: Permanent, Full Time

Salary: negotiable based on experience

Benefits: 2 weeks PTO, 2 weeks paid office closure during holiday season, RPP matching & health plan

Hours: 35 to 40 hours per week

Start Date: As Soon As Possible

We are seeking a detail-oriented individual to be accountable for the general bookkeeping functions for the organization.

The successful candidate will assist in the financial activities of the organization, while ensuring timely and accurate financial reporting. They will be accountable for the bookkeeping operations of the organization including assistance with the production of timely and accurate financial reports.

Examples of specific duties include (but are not limited to):

- Manage the bookkeeping functions of the organization, ensuring regular and timely monitoring and reporting
- Ensure efficient functioning and documentation for all financial systems including receipts, disbursements, billing, and bookkeeping
- Recording (daily, weekly, monthly) of journal entries preparation of sub-ledgers
- Responsible for processing invoices and issuing payments
- Processing accounting receivables and incoming payments
- Ensure month/quarter/year-end processes are completed in a timely manner to ensure accurate financial reporting
- Maintain appropriate files, reports, documentation, and data
- Uphold and monitor procedures to maintain an organized office environment
- Perform other bookkeeping, administration, or data entry responsibilities, as requested or assigned by management

Qualifications:

- Diploma in accounting
- At least 1-2 years bookkeeping experience
- Experience in working with Sage
- Detail-oriented, well-organized, and reliable
- Ability to multitask and manage time well
- Strong communication skills

Please submit a resume and cover letter to mhorner@kitsumkalum.com
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250-635-5000