

JUNIOR **BOOKKEEPER**



Position Overview

Status:

- Permanent, Full-Time

Work Location(s):

- Maple Ridge office (*this position is 100% in office only*)

Purpose of This Role:

- Assist the Manager and staff by applying technical bookkeeping knowledge in performing duties for the company's clients

Reports to:

- Manager

Desired Qualifications, Experience, and Attributes

- Minimum of 1-2 years of bookkeeping or public practice experience required
- Knowledge and proficiency using Sage 50 Simply Accounting and Intuit QuickBooks online and desktop versions considered an asset.
- Knowledge and experience with the preparation of Payroll, ROE's, WCB, T4 and T5018
- Knowledge and experience preparing and reporting GST and PST
- Experience with the preparation of T1's for individuals and proprietors considered an asset
- Understanding of the inner workings of a variety of diverse businesses and their bookkeeping requirements considered an asset
- Strong English communication skills, both written and verbal
- Excellent organization and time management skills
- Works efficiently within a team environment
- Works well under the supervision of other team members
- Possess a positive "can do" attitude

Key Responsibilities:

- Complete and maintain bookkeeping records for company clients
- Actively listens and ask questions related to the role to management and senior staff
- Double check your work to detect errors or inefficiencies prior to submission for review

Compensation and Benefits Package:

This position provides an exceptional opportunity for career development in a friendly and flexible work environment with a competitive compensation and benefits package.

We provide a friendly, respectful and fun working environment that allow our staff to enjoy a well-balanced lifestyle while providing everyone with an opportunity for professional growth. Our compensation and benefits package appeal most to talented career minded individuals looking to take their skillset to the next level.

If you possess the required skills and feel you would be a good fit with our team, we invite you to submit your resume and cover letter, including salary expectations. **NO PHONE CALLS PLEASE.**

We would like to thank you for your application but only candidates selected for an interview will be contacted.

Please note: All applicants who currently have their own clientele or are enrolled in the CPA training program or possess a CPA designation **WILL NOT** be considered for this position.