

# **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:**

- To assist the Manager and staff by applying and learning the technical aspects of full-cycle bookkeeping. The successful candidate will learn to handle all aspects of the both the administrative role and the bookkeeping role, with the assistance of the Manager and senior staff. The successful candidate will learn and understand the inner workings of a diverse variety of businesses.

### **Reports to:**

- Manager

### **Desired Qualifications, Experience, and Attributes**

- Bookkeeping certificate or 2 years of experience in bookkeeping, AR, or AP, with a desire to develop and gain knowledge of full-cycle bookkeeping
- Knowledge in computer based bookkeeping programs such as Sage50 and QuickBooks preferred. Proficiency in these programs is an asset.
- Professional proficiency with Windows 10 and Microsoft Office suite
- Knowledge and experience preparing and filing GST, PST returns an asset.
- Knowledge and experience of Payroll, ROEs, WCB, and T4s an asset
- Strong English communication skills
- 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

### **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.