



BOOKKEEPER

HOURS: M-F w/ flexible start/end time. Wage: TBD based on experience.

JOB DESCRIPTION:

The Bookkeeper is responsible for maintaining current records on receivables, payables, and sales; corresponding with customers; billing and collecting in-store accounts; preparing provincial and federal tax forms; and performing related duties as may be assigned. The Bookkeeper must perform all assigned tasks with sufficient speed and accuracy to support a high level of customer service. The bookkeeper will work closely with the Dealer-Owner to maintain the company's financial records. You have the skills to perform the typical bookkeeping tasks with minimal training.

DUTIES / RESPONSIBILITIES:

- Tabulate daily sales and record them according to company policy.
- Maintain current accounts receivable records.
- Pay bills and invoices
- Create and enter Purchase Orders and work closely with the Receiver.
- Take daily transaction reports from the POS system and transfer them into the store's financial records.
- Reconcile bank accounts, prepare financial statements.
- Order office supplies such as forms, letterhead, envelopes, etc.
- Prepare monthly statements.
- Take incoming telephone calls.
- Fill in as a Cashier when necessary.
- Enter verified financial figures into the store's accounting system and records.
- Prepare forms required by local, provincial, or federal governments.
- Telephone suppliers, customers, governmental offices, etc., as necessary.
- Correspond with suppliers, customers, etc.,
- Attend store meetings, training sessions, etc., as arranged by management.
- Make bank deposits.
- Maintain professional confidentiality of all store and customer records.
- Work on additional duties and assignments as assigned by management.
- Work in a safe manner in accordance with provincial and federal safety legislation. Report any potential hazards and unsafe behavior to management so to have the situation corrected.

QUALIFICATIONS:

- High School graduation or equivalent.
- Knowledge of Sage 50 an asset.
- Post-secondary education in office administration and/or business accounting is an asset.
- Ability to communicate effectively by telephone and in person with management, employees, suppliers, customers, etc.
- Ability to read and interpret financial information presented in a wide variety of forms and record it quickly and accurately. This includes, but is not limited to, Home Hardware monthly statements, remittances, invoices, and picklists.
- Ability to comprehend written material, including local, provincial, and federal forms and invoices.



- Ability to operate office equipment necessary to perform assigned tasks efficiently and safely, including a computer, telephone, photocopier, and fax machine.
- Ability to work co-operatively in a team environment.

WORKING RELATIONSHIPS:

- Reports directly to the, Store Manager, and Dealer-Owner(s).

INTERESTED APPLICANTS, PLEASE SUBMIT YOUR RESUME TO:

Name of contact

Bookkeeper.nihhbc@gmail.com

Phone: 250-949-8313