



**NO.1  
AUTOBODY**

*No. 1 Autobody Ltd.  
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### **Bookkeeper – Part Time**

#### **CSN No.1 Autobody – Campbell River, BC**

CSN No.1 Autobody is looking for a Bookkeeper to work approx. 24 hrs/wk in our busy accredited facility. Locally owned and operated for over 40 years, and now a proud member of the CSN Collision Centre Network! Are you keen on joining our (sassy!) hard-working and motivated team? Two or more years experience in full-cycle accounting preferred, but we are willing to provide training to an applicant with the right combination of basic skills, enthusiasm & motivation.

#### **Position Description**

- QuickBooks, Microsoft Office (Excel, Word)
- Reconcile bank and credit card statements
- Post daily deposits
- Reconcile and prepare accounts payable for payment
- Monthly payroll
- Remittances: GST, PST, corporate tax installments, payroll source deductions, WCB, T4's, ROE's
- Administer employee health benefits package
- Prepare month end financial statements and basic profit-margin analysis
- Prepare year end information for submission to our accountant
- Install basic software updates and perform computer maintenance
- Assist our IT company with computer system maintenance and potential system upgrades
- Comply with Employment Standards Act and WorkSafe BC regulations

#### **Preferred Qualifications & Experience**

- 2+ years full cycle accounting experience
- QuickBooks, Microsoft Office: Excel, Word. (We can train a Sage50 user willing to learn QuickBooks)
- Able to work solo, and with a team. Strong communicator
- Organized, reliable, detail oriented
- Professional attitude required: exercise discretion and maintain confidentiality

Hours of operation are Monday to Friday 8am to 5pm

Competitive wage subject to experience and skill level

Benefit package (health, dental, long-term disability) after 3 months

Please apply by email to [administration@no1autobody.com](mailto:administration@no1autobody.com)

Thank you for your interest. Applicants selected for an interview will be notified by phone or email.