

Bookkeeper (\$20.52/hr)

Campbell River Family Services Society has an opening for a **Bookkeeper**. This is a part-time (28 hours per week), permanent position.

The Bookkeeper reports to the Manager of Finance and performs a variety of accounting and bookkeeping duties such as:

- Processing payroll runs and accounting for all payroll related expenses, including preparing and balancing period-end reports and reconciling issued payroll to bank accounts.
- Processing and reconciling accounts payable, invoices and related documentation
- Processing and reconciling accounts receivable information and documentation
- Posting receipts, payables, and receivables to the General Ledger
- Compiling, preparing and maintaining financial records, files, statistics and payroll information

Requirements for this position include minimum Grade 12 with post-secondary training in bookkeeping, and a minimum of two years of job-related experience, including payroll for a mid-size company.

This position requires union membership.

Wages per current collective agreement.

Submit resumes by: October 30, 2020 to:

CR Family Services Society

487-10th Avenue, Campbell River, BC, V9W4E4

Attn: Dawn Hamilton, Executive Director

Or by Email at:

dawn.hamilton@crfs.ca