



## **We Wai Kai First Nation**

690 Headstart Crescent  
Campbell River, BC  
V9H 1P9

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# **Job Posting Bookkeeper**

### **Position Summary**

The Bookkeeper is responsible for full cycle bookkeeping as well as day-to-day accounting and finance functions.

The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

As Bookkeeper, you will:

- Enter source documents for Accounts Payable and Accounts Receivable
- Ensure payables are entered and payments are made in a timely manner
- Deposit cheques received, monitor receivables, write receipts for cheques and direct deposits
- Prepare monthly reporting package with financial statements
- Prepare month end journal entries
- Balance and record daily and monthly sales
- Prepare bank and Visa reconciliations
- Prepare payroll and maintain employee files
- Administer benefits
- Preparation of GST, PST and other excise taxes
- Process EFT and wire payments
- Co-operate with auditors to ensure they have the correct and complete documentation
- Prepare year end reports
- Provide vacation relief for the other Bookkeeper's as needed
- Prepare and balance the daily cash deposits at the bank, possibly multiple deposits in a day
- Support the Store Manager and Accounting Department and other staff with any reporting requests or duties not listed in the above core responsibilities
- Other duties as required



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### Education, Qualifications, and Experience

The incumbent must have previous experience working with payroll, benefits administration, accounts payable/receivable, and general ledger transactions.

Extensive experience with data entry, record keeping and computer operations, including the Microsoft Office Suite and Adagio Accounting system are required

### Skills and Abilities:

The Bookkeeper must demonstrate:

- Ability to work effectively to tight deadlines
- Strong analytical and problem-solving skills
- Ability to understand and carry out oral and written instructions with attention to details and accuracy
- A high level of personal motivation and an ability to work independently
- Flexibility in work habits and handling of dynamic situations
- Discrete handling of confidential and private information
- Advanced computer and Microsoft Office Suite skills

### Personal Attributes:

The Bookkeeper must demonstrate the following personal attributes.

- Strong interpersonal skills; calm, pleasant and helpful
- Strict adherence to confidentiality, privacy, and code of ethics practices and policies
- Respect and professionalism
- Cultural awareness and sensitivity
- Personal organizational skills
- Punctuality
- Trustworthy and reliable
- Criminal records check required

Job Type: Full-time

The salary range for this position is \$45,000 to \$55,000, and includes a full benefit package and pension plan.

Please submit your cover letter and resume to [careers@wewaikai.com](mailto:careers@wewaikai.com) by November 27, 2024.

*Only those selected for an interview will be contacted*