

JOB POSTING

COMPANY NAME: k'awat'si Economic Development Corp

CONTACT PERSON: Louise Kellow, Controller

louise@kedc.ca

LOCATION: Port Hardy, BC

WEBSITE: kedc.ca

POSITION TITLE: Hotel Bookkeeper, maternity leave coverage, estimated full time for 9 months

COMPANY BACKGROUND: See website

CLOSING DATE: Position will be open until filled

DUTIES/RESPONSIBILITIES OF THE POSITION

The employee will work under the supervision of the Controller. Principal duties include but are not limited to:

1. Preparation of monthly bookkeeping
 - a. Recording accounts payable and accounts receivable
 - b. Entering hotel revenues into our accounting program
 - c. Payments to suppliers
 - d. MRDT, PST, GST and WCB filings
 - e. Prepare bank reconciliations
 - f. Prepare journal entries as appropriate for review by the controller
2. Other bookkeeping duties as required

SKILLS REQUIREMENT AND PERSONALITY CHARACTERISTICS NEEDED TO BE SUCCESSFUL

- This is a challenging position and requires strong attention to detail
- Preference will be given to individuals with a bookkeeping certificate or a minimum of 3 years current bookkeeping experience
- Excellent MS word, excel and accounting software experience
- Strong organization skills and ability to work under pressure
- Excellent problem solving skills, and high level of attention to detail and accuracy
- Ability to maintain confidentiality

This is a temporary, full-time position of 35 hours per week. Salary will be based on experience.