



## JOB POSTING- Bookkeeper

**Position Summary:** The Bookkeeper is responsible for full cycle bookkeeping as well as day-to-day accounting. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

- \* 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, Journal entries
- Prepare payroll and maintain employee files , Administer benefits (Canada Life)
- Preparation of GST, PST and other excise taxes
- Co-operate with auditors to ensure they have the correct and complete documentation
- Prepare and balance the daily cash deposits at the bank, possibly multiple deposits in a day
- Other duties as required

### **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 Adagio Accounting system, pay dirt.

- Enter source documents for Accounts Payable and Accounts Receivable

**Skills and Abilities:** The Bookkeeper must demonstrate:

- Ability to work effectively to tight deadlines
- A high level of personal motivation and an ability to work independently
- Flexibility in work habits
- Discrete handling of confidential and private information

**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,
- \* Punctuality, Trustworthy, Organizational skills

- Cultural awareness and sensitivity
- Criminal records check required

Job Type: 21 hrs per week (with possibility going to full time)

Salary: \$25-\$28 PER HR

Deadline: Feb 15<sup>th</sup> 2025

Start date: TBD

Please submit your cover letter and resume to [executivedirector@lfls.ca](mailto:executivedirector@lfls.ca), attention Audrey Wilson

Only those shortlisted candidates will be contacted for interview