

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: Construction Bookkeeper

COMPANY BACKGROUND: See website

CLOSING DATE: Position will be open until filled

DUTIES/RESPONSIBILITIES OF THE POSITION

The employee will work closely with the controller and the construction manager. Principal duties include but are not limited to:

1. Preparation of monthly full-cycle bookkeeping
 - a. Recording accounts payable and accounts receivable
 - b. Preparing accounts receivable invoices
 - c. Payroll and related remittances
 - d. Payments to suppliers
 - e. GST and WCB filings
 - f. Prepare bank reconciliations
 - g. Prepare journal entries as appropriate for review by the controller
2. With the assistance of the construction manager monitoring accounts payable and accounts receivable
3. Responsible for project accounting including:
 - a. Assist construction manager with project budgets and entering budgets into accounting software
 - b. Maintenance of a monthly spreadsheet that tracks projects and provides month end information to the construction manager
4. Other bookkeeping duties as required

SKILLS REQUIREMENT AND PERSONALITY CHARACTERISTICS NEEDED TO BE SUCCESSFUL

- 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 full-time position of 35 hours per week. Salary will be based on experience.