

Bookkeeper

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$30.00 to \$38.00 hourly
Employment status: Contract / Temporary

Description

We are seeking a meticulous and detail-oriented Bookkeeper to join our team. The ideal candidate will be responsible for maintaining accurate financial records, managing accounts payable and receivable, reconciling bank statements, and producing financial reports. The Bookkeeper will work closely with the accounting team to ensure that financial transactions are accurately recorded and reported in a timely manner.

1. Maintain accurate and up-to-date financial records using accounting software.
2. Process accounts payable and accounts receivable transactions, including invoicing, billing, and collections.
3. Reconcile bank statements and ensure the accuracy of financial data.
4. Prepare financial reports, including balance sheets, income statements, and cash flow statements.
5. Assist with budget preparation and monitoring.
6. Monitor and track expenses, ensuring compliance with company policies and procedures.
7. Assist with year-end financial audits and tax preparations.
8. Provide support to the accounting team as needed, including assisting with month-end and year-end closing processes.
9. Maintain confidentiality of financial information and adhere to financial regulations and best practices.
10. Communicate effectively with internal stakeholders and external vendors regarding financial matters.

Requirements

1. Bachelor's degree in accounting, finance, or related field preferred.
2. Proven experience as a bookkeeper or in a similar role.
3. Proficiency in accounting software (e.g., QuickBooks, Xero) and Microsoft Excel.
4. Strong understanding of accounting principles and financial regulations.
5. Excellent attention to detail and accuracy.
6. Strong organizational and time management skills.
7. Ability to work independently and as part of a team.
8. Excellent communication and interpersonal skills.
9. Ability to prioritize tasks and meet deadlines.
10. Experience with financial audits and tax preparations is a plus.

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