

JOB DESCRIPTION – BOOKKEEPER

JOB TITLE: BOOKKEEPER

DEPARTMENT/DIVISION: Nch'kay Development Corporation Management GP

REPORTS TO: Controller

STATUS: Salary

JOB PURPOSE:

To work with the Finance team to execute full cycle bookkeeping, including appropriate and timely processing and collection of accounts receivable, processing and payment of invoices, monthly payroll, orders and vouchers and expense reports for the Vancouver office.

MAIN RESPONSIBILITIES:

Accounts Payable:

- Verify and match supplier invoices with authorized purchase orders
- Perform data entry, ensuring the accuracy of the information
- Prompt processing of authorized supplier invoices (both in-house and project related ones)
- Reconcile creditors at the end of the month
- Effectively communicate regarding all account queries

Accounts Receivable:

- Prepare invoices to customers on a timely basis
- Receipt payments to match deposits within the accounting system
- Follow up on outstanding accounts with customers
- Reconcile customer accounts at the end of the month
- Effectively communicate regarding all account queries

Payroll:

- Ensure authorized timesheets are entered accurately into the system in a timely manner
- Responsible for communicating with benefits provider

Reporting:

- Prepare reconciliations of all significant balance sheet accounts as part of the corporate month-end procedures and recommend journal entries where appropriate.
- Assist and prepare information required for financial reports
- Assist with monthly reports as required, including GST, WCB and government remittances
- Assist with year-end preparations, T4s, T5s and ROEs

Effective processing of payments/cash flow requirements:

- Prepare and process weekly payments and notify suppliers of impending payments
- Provide weekly/monthly cash flow requirements including deposits

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CORE COMPETENCIES:

- Be self-motivated and results-focused
- Proven ability to stay focused in a fast-paced environment
- Excellent written and verbal communication skills of English Language
- The ability to work well on a team
- Display good time management skills
- Have excellent planning, organizing and problem-solving skills
- Mature, accountable, dependable, good work ethics and uphold personal integrity
- Helpful to be creative and possess innovative thinking
- Clear understanding of processes and systems relating to accounts payable
- Ability to manage sensitive and confidential information
- An eye for detail and a high degree of accuracy
- Ability to work under pressure in order to meet tight deadlines at month, quarter and year-ends
- Solid interpersonal and customer service skills
- Proficiency with Microsoft Office Applications (Excel, Word)
- Proficiency with QBO accounting software is an asset

POSITION REQUIREMENTS - EDUCATION, SKILLS, EXPERIENCE:

- High School diploma
- Completion of certificate or diploma in accounting and/or business would be considered an asset
- Minimum 3 years' experience in a bookkeeping or accounting role
- Indigenous experience will be an asset, but not required

WORKING CONDITIONS:

- Sitting, standing, walking, stairs
- Light lifting, less than 15 lbs.
- Manual dexterity required to use desktop computer and peripherals
- Indoor, office setting

_____ NCH’KAY DEVELOPMENT CORP BOARD OF DIRECTORS	_____ PRINT NAME, TITLE	_____ DATE
_____ CEO SIGNATURE	_____ PRINT NAME, TITLE	_____ DATE

APPROVAL RECEIVED: Y / N