



Employment Opportunity- Bookkeeper

Job Overview

Reporting to the Director of Finance, the Bookkeeper is responsible for assisting with the financial management and reporting, while contributing to the overall productivity and efficiency of the Accounting Department. The Bookkeeper is responsible for assisting the Accounting Department with the company's financial plans and policies, its accounting practices, the maintenance of accounting records, and the preparation of financial reports both for external and internal users.

Qualifications and Experience

- Post Secondary Education in Accounting, Finance and/or equivalent combination of experience and education;
- Minimum 2 years experience in a similar position preferred;
- General understanding of computerized accounting systems (preferably ACCPAC);
- Billing experience is an asset;
- Solid computer skills, Microsoft Office, Word and Excel;
- Previous experience in handling confidential or sensitive information;

Summary of Accountabilities

- Assist with the Maintenance of books of account (including but not limited to preparing checks, coding and posting invoices, preparing deposits, journal entries, reconciliations, petty cash);
- General ledger analysis and reconciliation;
- Complete monthly sub-ledger to ledger reconciliation for all accounts;
- Perform monthly bank reconciliations;
- Assist with issuing of checks / payment of invoices;
- Use of client administration software;
- Ensure accuracy between client administration software and accounting records;
- Oversee accounts receivable;
- Assist with payroll processing functions;
- Maintain year-end working papers and spreadsheets, prepares financial reports for Audit binders, and assist with preparation for any audits or independent reviews with support from the Finance Manager;
- Maintain up-to-date, complete and systematic filing system to support book-keeping and financial records;
- Assist with developing statistical and accounting information, working with reports;
- Assist with the preparation of the budget and financial forecasts, institute and maintain other planning and control procedures as required;
- Is responsible for tax planning and compliance with Federal, Provincial and local corporate, payroll, and other applicable taxes;
- Complies with job rotation required to attain flexibility.
- Other duties as required.

Salary will be based on qualifications and experience. Please email your resumes and cover letter to resumes@twcc.ca no later than **June 28, 2019 at 5 p.m.**

We thank all those who apply. Only those applicants selected for an interview will be contacted.