



## SENIOR BOOKKEEPER

We are currently recruiting a full time Senior Bookkeeper to join our growing team. The candidate for this role must be willing to learn and adhere to our company standards, able to multi-task and be highly motivated.

### What we offer:

- \$40 to \$45 per hour based on experience
- Benefit plan

### Responsibilities

- Maintain general ledger of accounts through daily recordkeeping including general data entry, verifying, allocating, and posting transactions
- Reconcile accounts and bank statements
- Ensure that A/P and A/R are accurately listed and up to date
- Prepare monthly invoices
- Assist in preparing financial statements and reports
- Organizing and sorting of documents
- Prepare GST reports
- Payroll processing including CRA and WSBC remittances
- Word processing, including preparation of reports and letters
- Create and maintain filing systems, both electronic and physical
- Assist with preparing annual financial statements
- Other duties as required

### Qualifications

- Familiarity with bookkeeping and basic accounting procedures
- 1-5 years experience
- Proven ability to calculate, post and manage accounting figures and financial records
- Proficient in Microsoft Office programs
- High degree of accuracy and attention to detail
- Communicate clearly and effectively with all levels of an organization
- Ability to multitask
- Problem solving
- Experience with Quickbooks online

**Location:** This position is based out of our Kamloops office.

*Nhwelmen Construction is a 100% indigenous owned company and a Certified Aboriginal Business by the Canadian Council for Aboriginal Business.*

Apply online on Indeed at <https://ca.indeed.com> or email resume to [hr@nhllp.ca](mailto:hr@nhllp.ca) for consideration.