

Part-Time Bookkeeper

ROLE DESCRIPTION

The bookkeeper supports the organization and accounting team by performing clerical tasks, including processing and recording transactions, preparing reports, fielding communications with clients and vendors, fact checking, and other duties, as needed.

RESPONSIBILITIES

- Input data into client accounting systems
- Prepare client financial statements and reports
- Issue invoices for clients
- Track expenses as they relate to specific projects and jobs
- Validate invoices against items or services received
- Check all financial transactions for accuracy

SKILLS AND REQUIREMENTS

- Diploma in Accounting, Finance, or relevant field
- Work experience as a bookkeeper or accounting clerk an asset
- Knowledge of basic bookkeeping procedures
- Familiarity with government regulations
- Attention to detail
- Hands-on experience with MS Excel and accounting software (e.g. QuickBooks & Sage)
- Strong organizational skills
- Ability to handle sensitive, confidential information

JOB PERKS

- Competitive compensation
- Joining a team-oriented work culture
- Extensive professional development opportunities

ABOUT LJS & ASSOCIATES

LJS & Associates Consulting Inc. is a consulting group serving small and mid-sized companies. We offer the best in added-value services to for-profit and non-profit organizations.

With years of experience in business and the non-profit sector to provide grounded, we aspire to be the premier provider of consulting services in South Western Ontario.

LJS & Associates Consulting Inc. believes in playing an integral role in the betterment of the Brant Area and beyond. We have established on-going relationships with businesses, universities, non-profit organizations and community boards. LJS and Associates Consulting Inc. is always collaborating, always dialoguing, and always opening our business to new relationships to add value.

We are the bridge between where businesses are and where they want to be.

TO APPLY

Applicants should send a cover letter and resume to Hayley Blackwell at hblackwell@ljs.ca on or before March 15, 2019 and indicate in your application where you came across the position.

Application Deadline: March 15, 2019

We thank all applicants for their interest, but only candidates under consideration will be contacted.

LJS & Associates is committed to providing accommodations for people with disabilities. If you require an accommodation at any stage of the hiring process, we will work with you to meet your needs.