



## Job opportunity “Bookkeeper”

### What would you be doing?

The bookkeeper is responsible for fulfilling the multi company’s accounting need, including but not limited to: invoicing, accounts payable, accounts receivable and collections, the preparation of monthly and annual financial statements, the maintenance of its fiscal records, the preparation of financial reports and analysis, and all compliance filings.

The bookkeeper will provide critical support and coordination to owners, ensuring effective operations and financial management. Integrity and strong attention to detail, along with a high comfort level with accounting software and electronic worksheets, are crucial for this role.

### What are we looking for?

- A **QuickBooks Online expert** who can work effectively with multiple software programs including: **Sage, Word & Excel.**
- An individual with amazing **attention to details** and **exceptional organization skills.**
- Someone who **loves spreadsheets** and wow us with their excel skills.
- A **team member** who positively contributes to the office culture and is willing to take on tasks and challenges as they come up.
- Someone who is **meticulous** in their work and time management, can multi-task and will always get the job done.
- An individual who has high level of **critical and logical thinking**, analysis and accuracy while working under tight deadlines.
- An **exceptional communicator** with strong verbal and written skills who is committed to team collaboration and cooperation.
- **3+ years of experience** in accounting including the preparation of financial statements and has worked with small business owners and fast paced entrepreneurs, not just within a corporate environment.

### Specific Skills

- Reconcile accounts
- Prepare trial balance of books
- Post journal entries
- Maintain general ledgers and financial statements
- Calculate and prepare cheques for payroll
- Prepare other statistical, financial and accounting reports
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

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**OFFICE  
COMPLIMENTS**

### **What are the position requirements?**

- A diploma/degree in bookkeeping or the equivalent in experience.
- 3+years of experience in accounting including the preparation of financial statements.
- QuickBooks experience is a must along with the ability to work with other software systems, such as Sage.
- Excellent computer skills including working knowledge of the MS Office of tools.
- Experience with payroll and government remittances.

### **Please submit your resume and cover letter for consideration!**

We thank all candidates for their interest in Office Compliments Ltd.!

We are only able to contact those candidates selected for an interview.

Full-time hours: 37.5 hours a week

Job types: Full-time, Permanent

Salary: To be discussed

Education:

- College or University diploma in Bookkeeping/Accounting

Experience:

- QuickBooks: 3 years (a must have)
- Sage 50 Quantum Accounting: 3 years (preferred)
- Bookkeeping: 3 years (preferred)

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