



## EMPLOYMENT OPPORTUNITY

### Bookkeeper

**Posted Date: October 5, 2023**

**Closing Date: until filled**

Kackaamin Family Development Centre requires a Bookkeeper to become a key member of the administration team. The Bookkeeper perform full-cycle bookkeeping duties . :

- Fact-checking accounting information
- Recording all transactions
- Disseminating reports to staff
- Balancing subsidiary accounts to reconcile accounts
- Ensuring all financial actions comply with local legal requirements
- Preparing financial reports by analyzing, collecting, and condensing account trends and information
- Using a system to account for the financial transactions made by the organization to establish a chart of accounts

Responsibilities include working collaboratively with the Kackaamin administration team, in an independent work environment. .

#### Job Requirements:

- Ability to work on multiple projects while adhering to tight deadlines
- Ability to communicate complex financial data with other team members
- Good data entry skills
- Able to develop and implement policies and procedures
- Familiarity with the general principles of accounting
- A strong understanding of math and numbers
- Ability to use various financial transactions such as accounts payable and accounts receivable
- Highly organized and proactive with strong time management skills

All applicants will be screened according to suitability. Interested applicants please submit your resume with a cover letter along with your references to Administrator, Cheryl Guineau, at [cheryl.g@kackaamin.org](mailto:cheryl.g@kackaamin.org).

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