



Bookkeeper

Posted by: Synapsis

Posting date: 30-Apr-2025

Closing date: 20-May-2025

Education: hr@synapsis.ca

Language: English

Job location: Richmond

Salary: \$55000 Per Year

Years of Experience: 3 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ3649300

Expired

Job description:

Synapsis is looking for a competent **Bookkeeper with some duties as an Office Manager!**

Job details

Location: 2633 Viking Way suite 138, Richmond, BC, V6V 3B6

Workplace information: On site

Salary: 55,000 annually / 30 hours per Week

Terms of employment: Permanent employment, Full time

Starts as soon as possible

Vacancies: 1 vacancy

Overview

Languages: English

Education: Master's degree

Experience: Combined 3 years to less than 5 years Bookkeeping and Admin Role; At least 1 year of work experience in an IT Consulting Industry

On site: Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Our team is hiring a full cycle Bookkeeper/Office Manager to support our growing team. You will be responsible for:

- overseeing all financial operations of the company, ensuring compliance with financial regulations, and providing financial guidance to ownership.
- Some of the responsibilities involved in this role include: bank reconciliations, payroll processing, invoicing, accounts receivable, accounts payable, and preparing year end reports for the accountants.
- You may also be called on to assist with shipping, sales orders, and general ledger postings, updating Spire with daily inventory purchases and managing outstanding purchase orders. This is a senior role that will help our team establish confidence in the financial organizational effectiveness and efficiency of our organization.
- We're looking for a detail-orientated individual with strong organizational skills, and the ability to manage multiple projects efficiently.
- They will have a proven track record of success in finance and bookkeeping, with experience managing budgets, entering financial data, and generating financial reports.
- They will also have a strong understanding of financial processes and accounting software. They will be proficient in Microsoft Office and SharePoint and will possess strong communication skills and an ability to work as part of a dynamic team.
- This role requires initiative and time-management qualities, since your day-to-day work will offer very limited direct supervision.
- Must have a healthy understanding of the technology sector and computer hardware.

Job Description

Bookkeeping duties:

- Maintain accurate and up-to-date financial records, including daily transactions, accounts payable and receivable, payroll, and bank reconciliations.
- Prepare and process invoices, receipts, payments, and other financial documents.
- Manage banking relationships, including deposits, transfers, and account reconciliations.
- Ensure compliance with banking regulations and company policies.
- Monitor and reconcile bank statements regularly to maintain accurate financial records.
- Prepare monthly, quarterly, and annual financial statements and reports for management review.
- Assist in the preparation of budgets, forecasts, and financial analysis.
- Provide financial insights and recommendations to support business decisions.
- Prepare and file tax returns, ensuring compliance with local, state, and federal regulations.
- Assist with year-end audits and coordinate with external auditors as needed.

Tracking expenses, managing invoices, and potentially preparing budgets.

Administrative duties:

- Oversee day-to-day office operations, ensuring a productive and efficient work environment.
- Manage office supplies, equipment, and facilities, coordinating maintenance and repairs as needed.
- Provide administrative support to senior management, including scheduling meetings, managing correspondence, and handling confidential information.
- Coordinate with various departments to ensure smooth workflow and timely completion of tasks.
- Assist in organizing company events, meetings, and employee activities.
- Assist with HR functions, such as maintaining employee records, processing payroll, and onboarding new employees.
- Ensure compliance with company policies and procedures.

- Serve as a point of contact for internal and external stakeholders, managing communications effectively.
- Managing calendars, scheduling meetings, handling correspondence, and preparing reports.
- Ordering supplies, managing office equipment, and maintaining a safe and organized workspace.
- Supervising administrative staff, coordinating work flow, and potentially assisting with recruitment and training.
- Ensuring adherence to company policies and procedures, and implementing new systems as needed.
- Organizing company events, meetings, and conferences.
- Problem Solving: Identifying and resolving issues related to office operations, staff, or equipment.

Experience and specialization**Computer and technology knowledge**

- Accounting software
- Database software
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word
- Quick Books
- MS Office
- PeopleSoft
- Spreadsheet

Area of specialization

- Process improvement
- Accounting

Additional information

Transportation/travel information

- Own transportation
- Valid driver's licence
- Willing to travel

Work conditions and physical capabilities

- Ability to work independently
- Attention to detail
- Fast-paced environment
- Overtime required
- Repetitive tasks
- Tight deadlines
- Work under pressure

Personal suitability

- Accurate
- Client focus
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement
- Organized

- Reliability
- Team player
- Time management
- Adaptability

Who can apply for this job?

You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit
- Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By email

hr@synapsis.ca

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: hr@synapsis.ca

Posted on canadianjobportal.com