



## Bookkeeper

**Posted by:** Zaber Ltd

**Posting date:** 26-Apr-2023      **Closing date:** 08-Aug-2023

**Education:** Vancouver, BC

**Language:** English (Preferred)

**Job location:**

**Salary:** \$29

**Years of Experience:** freshers

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ7546260

Expired

## Job description:

Zaber is looking for a detail-oriented Bookkeeper who enjoys maintaining clean and organized numerical data through double entry bookkeeping. You'll focus on processing and reconciling supplier invoices and payments, as you leverage your own experience, which could be from outside of accounting.

You'll be joining a close-knit Accounts team that works collaboratively to achieve common administrative goals, giving you exposure to new learning opportunities. For example, you'll be able to empower your own career by learning more specialized processes, such as PST and GST remittances and fixed asset registers.

You'll be a part of an industry-leading, employee-owned company that gives you the freedom to perform company-wide administrative tasks, enabling other teams to perform at their best. Your contribution makes a real difference, as our products are used by clients at the forefront of research and technology.

### Bookkeeper Responsibilities

- Accurately enter invoices, expense claims, and customer payments in our ERP.

- Work with other teams to resolve problems and ensure that account codes, amounts, and tax treatment are correct.
- Compile and enter receipts for credit card statements and communicate with suppliers as needed to resolve missing or incorrect information.
- Reconcile bank and other financial accounts.

### **Bookkeeping Skills**

- Attention to detail: you follow written instructions and enter data correctly and consistently.
- Communication skills: you explain ideas and issues in a way that others will easily understand, both in writing and face-to-face.
- You have the ability to organize and prioritize your tasks, and coordinate with the team on shared work.
- You are comfortable using spreadsheets.
- Familiarity with charts of accounts, journal entries, or accounting software is helpful.

### **Bookkeeping Learning Opportunities**

- You'll have the opportunity to join a new industry, if you apply without accounting experience.
- Long term you'll be able to take on specialized processes, such as corporate tax returns and payroll.
- You will have the opportunity to learn SQL, database, and programming skills, but having these already is an asset.

### **Bookkeeping Wage**

- The starting wage for the role is \$25-29/hour depending on experience.

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