

Bookkeeper



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Location: Vancouver Corporate Office

Position Reports to: Controller and/or Finance Manager

Company Name: Hunter Dickinson Services Inc.

Position Summary: Be part of an entrepreneurial, multi-faceted finance team. This new roles requires an experienced bookkeeper with basic accounting skills to maintain the books of accounts and support accounting procedures for the organizations operations.

Key Result Areas & Specific Responsibilities:

- Maintain books of account (including but not limited to, coding and posting invoices, handling deposits, preparing journal entries, performing reconciliations, reconciling petty cash);
- Oversee issuing of cheques / payment of invoices;
- Prepare monthly, quarterly and year end financial statements for the finance team;
- Maintain year-end working papers and spreadsheets, and assist with preparation for any audits;
- Prepare monthly reconciliation for all accounts including bank reconciliations;
- Compilation of information for government statistical reporting when required;
- Maintain current knowledge of regulatory changes and impacts on the organizations books of account;
- Maintain an accurate and complete trail of supporting documentation for all financial and book-keeping activities;
- Maintain up-to-date, complete and systematic filing systems to support book-keeping and financial records;
- Other duties as assigned.

Position Requirements:

Qualifications, Skills & Experience.

- At least five (5) years of book-keeping;
- Attention to detail with strong analytical and problem solving skills;
- Excellent teamwork skills;
- Process oriented with strong organizational skills;
- Takes initiative and ownership of situations;
- Ability to be flexible and change with environment and demands;
- Fast learner and ability to think on feet;
- Technically sound and confident with new technology;
- High competence in QuickBooks, Microsoft excel and other basic computer skills (word; outlook e-mail; internet).
ACCPAC experience an advantage.