



PO Box 103, 10 Scotchman Rd, Lillooet BC V0K 1V0  
PH: 250-256-2456

## **BOOKKEEPER / TRAINEE BOOKKEEPER**

Full-Time / Part-Time  
Permanent

Start Date: As Soon As Possible

### **Summary**

The Bookkeeper will be responsible for St'at'imc Eco-Resource's (SER) bookkeeping and will work closely with SER's Environmental Operations Manager and Contract Administrator monitoring multiple budgets for external and internal PMs. The bookkeeper will be responsible for SER's accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and the preparation of financial reports including monthly bank reconciliations.

### **Job Duties**

- Maintain complete books of account to Trial Balance, including Accounts Payable and Accounts Receivable (including but not limited to coding and posting invoices, preparing cheques, processing EFT payments, preparing deposits, journal entries, reconciliations)
- Liaise with SER project staff and support them in bookkeeping needs related to their program areas
- Review WUP Project Proposal Budgets; track budgets and liaise with external and internal PMs
- Prepare and submit monthly invoices for each project to external clients
- Process bi-weekly payroll and maintain employee records
- Manage Benefits and Pension Plans
- Prepare monthly and quarterly financial statements for project staff, and the Board of Directors
- Maintain year-end working papers and spreadsheets, and assist with preparation of any audits or independent reviews with support
- Complete monthly reconciliation for all accounts (bank and brokerage accounts)
- Maintain up-to-date, complete and systematic filing system to support bookkeeping and financial records
- Responsible for tax planning and compliance with Federal, Provincial and local corporate, payroll, and other applicable taxes.

### **Requirements**

- Available to start work soon
- Excellent verbal and written communication skills
- Working knowledge of Sage 50
- General understanding of computerized accounting systems
- Experience monitoring and tracking multiple high-level budgets and reporting to external and internal PMs
- Working knowledge of MS Word, and Excel
- Accuracy and attention to detail while working under tight deadlines
- Good interpersonal and customer service skills
- Good organizational, time management, and prioritizing skills
- Strong problem identification and resolution skills

---

**Apply to:** St'at'imc Eco-Resources Ltd.

**Salary:** TBD Based on Experience

**Closing:** Until position filled

**Attention:** Bryony Fowler

**In person:** 10 Scotchman Rd, Lillooet, BC

**E-mail:** projects@statimceco.com

***We would like to thank all interested applicants that apply; only applicants that are selected for an interview will be contacted.***