

Go East of Edmonton Bookkeeper-Admin Support



Job Description

Our company is looking for an organized and self-motivated Office Administrator/Accountant who will be responsible for providing administrative support to our Non-Profit Organization. The bookkeeper/administrators role will include working closely with our office staff and Board members by multitasking and handling clerical duties, performing file-keeping tasks, bookkeeping and accounting.

In order to be successful in this position you should be detail-oriented, professional and have experience working with a Non-profit organization, and working remotely most of the time.

Responsibilities:

- Accurately Enter Data into Quickbooks and Spreadsheets, budgeting.
- A/P, A/R, Bookkeeping such as as invoicing, monitoring A/R and A/P and statements.
- Filing annual returns and statements to Corporate Registry, Gov't financial reports.
- Co-ordinating with Financial Auditors annually.
- Proficiency in a variety of computer software including Microsoft Office Suite and Google docs.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Attending online or in person board meetings, presenting financial reports and/or updates.
- Maintaining general office files, and performing other relevant duties when needed.

Requirements:

- Knowledge of QuickBooks.
- Ability to Work Independently and with a team, attention to detail and ability to multi-task.
- Positive Attitude with Customer Service Skills
- Excellent Computer Competency, written and verbal communication
- A reliable vehicle is required, and meetings at our Vegreville office is required regularly.

Other Skills that can be an Advantage:

As we are a Tourism Organization, any other skills such as communications and marketing, social media, project management would be a significant asset to us and may expand the position to a larger role with more responsibilities and more hours of work. Please submit any other skills that may enhance your application.

We Offer:

- Part time, Year-Round Employment, Contract: \$22.00-\$27.00 per hour + expenses. (depending on experience)
- Option A) Estimated 10 hours per week if primarily Bookkeeper position.
- Option B) Estimated 15-25 hours per week if both Bookkeeper and other Admin plus other responsibilities.
- Hours and duties may be increased for the right individual.
- Schedule: Monday to Friday, and/or occasional weekends if necessary. Flexibility.

How to Apply: Submit a Cover Letter and Resume by Email to info@goeastofedmonton.com. For questions call Kevin Kisilevich at 780-632-6191. References will be required. We thank all applicants for your interest, however only those considered will be contacted. The position is needed by April 2024 but is open until filled.

Go East of Edmonton Regional Tourism – Head Office is based in Vegreville, Alberta. Learn more about us at www.goeastofedmonton.com.