



**Job Title: Bookkeeper/Accounting Clerk**

The College of Applied Biologists, a dynamic and growing non-for-profit regulator for applied biology professionals in BC, is hiring a Bookkeeper in Victoria, BC. This is a part-time role starting with 24 hours per week with hybrid work settings and competitive compensation package.

To apply, please send a resume and cover letter **before January 6, 2023, to [cab@cab-bc.org](mailto:cab@cab-bc.org).**

**The Role:** Reporting to the Manager of Finance and Administration, the Bookkeeper is responsible for performing efficient administrative and bookkeeping functions for the College of Applied Biologists.

**Duties and responsibilities:**

- Performs data entry for revenue accounting
- Processes and records accounts payable, including credit cards payments
- Prepares standardized reports
- Assists in responding to finance related registrants' inquires
- Assists in the day-to-day financial accounting processes and applications
- Ensures bookkeeping records are accurate and up to date.
- Develops reporting tools to assist management in budgeting analysis and verify data collection methods

**Qualifications:**

- At least one year directly related accounting/bookkeeping experience
- Certificate or Diploma in Commerce or Business Administration with accounting major is preferred
- Experience in a not-for-profit organization would be considered an asset
- Experience with Sage 50 and QuickBooks accounting systems
- Strong understanding of full-cycle financial administration: entering data, accounts receivable & payable, bank reconciliations, sales tax
- Technology-savvy

**Personal Characteristics:**

- Professional and resourceful
- Self-directed and comfortable working independently and is also a committed team member
- Comfortable working in a fast-paced, deadline driven environment
- Comfortable handling inquiries from the public
- Strong written and verbal communications skills

**Benefits:**

- Extended healthcare benefits
- Public service pension plan
- Paid vacations
- Paid sick leaves
- Cell-phone allowance
- Hybrid work settings
- Professional development allowance