

Job description

Making A Difference Landscaping Inc. is a multi-disciplinary landscaping company in Calgary, Alberta. We are a rapidly growing company that aims to curate a team of like-minded and hard-working individuals. Our vision is to invoke pride in the community by creating beautiful spaces.

Essential Duties & Responsibilities

The bookkeeper will maintain financial records including purchases, sales, receipts, and payments. The bookkeeper role will be required to work alongside the accounting team, sales lead, and maintenance manager to ensure legal requirement compliance, process accounts payable and receivable, and manage invoicing. Responsibilities and tasks include but are not limited to:

1. Process accounts payable/ receivable and handle payroll in a timely manner
2. Enter data, maintain records, and create reports and financial statements
3. Manage weekly invoicing
4. Regularly reconcile accounts, receipts, credit card statements and employee timesheets
5. Report directly to the president
6. Must interact with suppliers, customers, and sub-contractors for accounts receivable/accounts payable
7. Protocol and procedural development
8. Assist in other Office Administration/ Office Manager duties

Qualifications and Requirements

1. Proficiency in Microsoft Excel
2. Knowledge of Quickbooks Software
3. Familiarity with payroll software- particularly payment evolution
4. Accounting Diploma and/or Bookkeeping Certificate an asset
5. High degree of accuracy and attention to detail
6. Ability to analyze and problem solve alongside teammates and individually
7. 2+ years experience of accounts payable and accounts receivable

Hours

Current required hours are 2-3 days/week based on operational needs.

1. Room for position to grow to a full-time role
2. Monday-Wednesday-Friday availability; option for flexibility

Part-time hours: **16-24 per week**

Application deadline: **2020-10-29**

Expected start date: **2020-11-09**

Job Types: **Part-time, Permanent**

Salary: **\$19.00-\$23.00 per hour**