

## PART TIME BOOKKEEPER TEAM MEMBER

**Employer:** Live To Surf

**Job Location(s):** Tofino

**Number of Positions:** 1

**Start Date:** ASAP

**Schedule:** Part Time

**Pay Rate:** \$24/hr depending on skill level. Previous bookkeeping or accounting skills are beneficial.

Must have secure year-round accommodation locally.

Passionate about surfing and working with numbers? Join our team and work with a team who help create unforgettable experiences for surfers of all skill levels!

### The Live To Surf Culture

A cornerstone of the Tofino surfing community since 1984, Live To Surf is a family-owned and operated business that values every individual. We strive to maintain a motivating and empowering work environment, embracing and welcoming all customers and team members into a non-intimidating atmosphere. We appreciate initiative and recognize those willing to embrace learning and responsibility directed toward company improvement and growth.

### Job Purpose

As a Part Time Bookkeeper you will have meticulous attention for details, enjoy working with numbers and have a passion for surfing. Your tasks involve GL entries, invoicing, purchase orders, A/R, A/P and payroll in a multi company environment. Along with occasional rental & retail work, you will be working on site 4 days/wk 5 hrs/day.

### Duties and Responsibilities

- Execute accurate transactions in accordance with established procedures.
- Create data entries in seamless collaboration with a second part-time bookkeeper working alternate days
- Maintain excellent organization within the department and collaboratively with team members from purchasing and shipping departments
- Other duties as required from time to time.

### Skills and Qualifications

- A warm and positive attitude.
- Previous bookkeeping or accounting skills are beneficial.
- Experience in customer service is beneficial.

- Excellent communication skills.
- Ability to work within a team and independently.
- Knowledge of surfing and familiarity with local beaches and conditions is beneficial.
- Valid Class 5 driver's license.

### **Working conditions**

Flexibility to multi-task in a fast-paced work environment, indoors and outdoors in all weather conditions with frequent use of stairs, and other physical tasks when called to assist customer service team such as lifting, washing and carrying surf rental equipment throughout the day. Working some weekends and holidays is required.

### **How To Apply**

Email Resume and Cover Letter to [jobs@livetosurf.com](mailto:jobs@livetosurf.com)