



R. Anderson & Associates Inc. is looking for experienced bookkeeper to join a very long-term, successful, rapidly growing, Public Practice firm located in Port Alberni, BC.

The ideal candidate will possess a **minimum 2+ years** of experience working in an accounting role. This is a full-time permanent position with salary negotiable depending on experience and extended benefits are available as well.

Role and Responsibilities

- Preparation of government remittances based on clients filing requirements
- Preparation and reconciliation of payroll accounts twice a year including T4, T4A, T5013 slips
- Work with accountants to reconcile client records as needed
- Monthly bookkeeping using different accounting software programs to maintain records for various clients
- Prepare GST, PST and MRDT reports as required

Qualifications and Experience

- Significant experience and knowledge of bookkeeping and payroll preparation
- Strong interpersonal skills
- Superior client service abilities
- Ability to handle large workload
- Strong ability in both verbal and written communication skills.
- Strong technical skills and great attention to detail
- Ability to work independently
- Strong knowledge in Microsoft Word and Excel.
- Strong proficiency with Sage and Quickbooks accounting software
- **Minimum 2+ year's** bookkeeping experience, preferably with medium to small size businesses.
- **MUST** reside in Port Alberni.
- **MUST LOVE DOGS**

Candidates can email their resume and cover letter to linda.kuhr@andersonassociates.pro