

## **BOOKKEEPER - PART TIME POSITION**

### **Overall Objective of the Position**

Cultus Lake Golf Club is seeking an experienced and detail-oriented Bookkeeper to assist in managing the day-to-day accounting functions. Excellent organizational skills, accuracy and confidentiality are necessary qualifications for this position. The ideal candidate for this position is a multi-tasker, reliable individual who is committed to producing work of a high standard.

**Effective Date:** July 2021

### **Required Skills**

- Proficient with Sage 50 / Simply accounting system, Microsoft Office and Excel
- Knowledge of generally accepted accounting principles
- Adapt to changing priorities, and works independently, or as part of a team.
- Excellent communication skills, both oral and written

### **Overview of Responsibilities**

- Perform activities related to the accounts payable function.
- Prepare and process payroll.
- Pay invoices by credit card and by cheque.
- Prepare visa expense spreadsheets and reconcile statements.
- Post journal entries.
- Other duties as from time to time required by Cultus Lake Golf Club.
- The standard hours of work during a week is 20-24 hours depending on proficiency.

### **Experience & Qualifications**

- Minimum 1-3 years of bookkeeping experience
- Must have a valid Driver's license and access to a personal vehicle

### **Application Process**

Please send your resume by email to [jeff@golfcultus.com](mailto:jeff@golfcultus.com) with a cover letter outlining why this opportunity is a great fit for you. We appreciate all applications, however only those most qualified will be contacted and interviewed.