



JOB DESCRIPTION - POSITION: Bookkeeper

JOB OVERVIEW:

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

REPORTS TO: General Manager

ESSENTIAL JOB FUNCTIONS

- Calculate and prepare checks for utilities, taxes, and other payments.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classify, record, and summarize numerical and financial data in order to compile and keep financial records, using journals and ledgers or computers.
- Compare computer printouts to manually maintained journals in order to determine if they match.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Complete and submit tax forms and returns, workers' compensation forms, pension contribution forms, and other government documents.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Prepare and process payroll.
- Monitor status of loans and accounts to ensure that payments are up to date.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal.
- Prepare bank deposits by compiling data from front desk agents, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
- Prepare trial balances of books.
- Receive, record, and bank cash, checks, and vouchers.
- Reconcile or note and report discrepancies found in records.
- Reconcile records of bank transactions.
- Transfer details from separate journals to general ledgers and/or data processing sheets.
- Access computerized financial information to answer general questions as well as those related to specific accounts.
- Code documents according to company procedures.
- Compile budget data and documents, based on estimated revenues and expenses and previous budgets.
- Comply with federal, provincial, and company policies, procedures, and regulations.
- Maintain inventory records.
- Match order forms with invoices, and record the necessary information.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.

ESSENTIAL JOB REQUIREMENTS

- Prior bookkeeping experience and or training
- Attention to detail and accuracy
- Good communication skills
- Familiar with a wide range of financial transactions including Accounts Payable and Accounts Receivable
- Knowledgeable with HR policies
- Good interpersonal skills
- Ability to work independently and problem solve
- Punctual and flexible scheduling
- Ability to follow all health & safety regulations, policies and procedures

Interested and qualified individuals please apply by sending your resume to: gareau@cornwallramada.com.