



BOOKKEEPER

JOB SUMMARY

The Bookkeeper executes full-cycle bookkeeping and payroll functions with a high degree of confidentiality, reporting directly to the Controller. Core financial duties include managing accounts payable and receivable, processing bank reconciliations, tracking aging reports, and preparing WCB tax filings. Using Dayforce Powerpay, the role ensures precise bi-weekly payroll, ROE issuance, and annual T4 distribution. Beyond the ledger, the position serves as a professional first point of contact for company calls and assists in coordinating office events and maintaining a tidy, organized professional environment.

This is a temporary position with a 12-month contract.

Anticipated Dates: August 4, 2026 – August 4, 2027

Reports to: Controller

REQUIREMENTS

- Post-secondary business degree or diploma required, concentration in accounting is preferred
- At least 2 years of experience in bookkeeping or a similar role
- Previous experience working in Zoho Books (or similar systems such as QBO or Xero)
- Previous experience processing payroll
- Previous experience or education in human resources considered an asset

SKILLS & ABILITIES

- High degree of interpersonal skills with the ability to work with all levels of the organization
- Demonstrated ability to deliver excellent customer service
- Demonstrated ability to work with minimal supervision
- Absolute ability to maintain the confidentiality of internal financial data and sensitive personnel files.
- Highly organized and able to effectively manage time
- Competent in using the Microsoft Office suite (Outlook, Excel, Word, Power Point)

RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO

Bookkeeping

- Inventory Transfers
- Tax reports (WCB, and others)
- Monthly bank entries and bank reconciliations
- Billing preparation and entry
- Tracking of invoices, 30-60-90 days
- A/P weekly follow-up calls
- Producing monthly statements and emailing
- Cash receivables and application of payments
- Preparation and entry of invoices and credit card payments
- Assistance with vendor management





- Payment runs as approved by controller
- Payables files and database maintenance
- Miscellaneous cleaning/tidying of office area
- Answering phones if required
- Other relevant duties as required

Payroll & Benefits

- Process payroll on a bi-weekly basis through Powerpay program
- Issue ROEs through Powerpay as required
- Complete T4s through Powerpay and distribute to employees
- Annual WCB filing
- Complete payroll benefit deductions on a monthly basis
- Maintain benefits programs with enrollments and terminations as needed

Administrative

- Assist in planning office events and lunches
- Answer company calls and re-direct as required
- Assist in maintaining general tidiness in the office

WORKING CONDITIONS

- Approximately 40 hours a week
- Long periods of sitting
- Tight deadlines
- Fast-paced environment
- Not eligible for work from home

To apply, complete the Candidate Profile and submit your resume through the link. [APPLY HERE](#)

We appreciate your interest in our company, but only those selected will be contacted. Thank you for considering LWR!

