



BOOKKEEPER

JOB SUMMARY

The Bookkeeper is responsible for timely and accurate data entry and reconciliation of all Accounts Payable, Accounts Receivable, Inventory Entries, and Bank Entries. Another important responsibility is maintaining a pleasant and friendly manner with vendors and clients. This role is critical in support and assistance to all positions in the company.

Reports to: Controller

REQUIREMENTS

- Business diploma in accounting preferred
- 1-2 years experience in a similar role
- Previous experience working in Sage 300

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
- 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

- Inventory Transfers
- Tax reports (GST, 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 duties as required

WORKING CONDITIONS

- Approximately 32 hours a week, with potential to increase as needed
- Long periods of sitting
- Tight deadlines
- Fast-paced environment
- Option to work-from-home





TO APPLY

- Email your resume and cover letter to careers@livestockwaterrecycling.com
- The subject line of the email should include the name of the position you are applying for
- Please use the following naming format on the files you submit:
Resume_First Name Last Name.pdf
Cover Letter_First Name Last Name.pdf

Initial communication for selected applicants will be done by email, so please ensure you monitor your junk mail. We appreciate your interest in our company, but only those selected will be contacted.

Thank you for considering LWR!

