



Accounting Clerk/Bookkeeper

Description

Cirrus is seeking an accounting clerk/bookkeeper for part-time work (3 days) at the head office in Calgary, AB.

The successful candidate will ensure accurate recording of transactions relating to cash, treasury, prepayments and accrued liabilities. Excellent organizational skills, superior interpersonal, oral communication skills and ability to handle confidential information are a must. The candidate will be self-motivated, enjoy working in a smaller company, and work well in a collaborative environment.

Roles and responsibilities shall include, but will not be limited to, the following:

- Managing accounts receivable/payable;
- Providing administrative support to all employees and general office administration;
- Possessing attention to detail, ensuring accuracy of data entry;
- Working with Project Managers to ensure accurate and timely invoicing as well as specific Client needs and expectations are met;
- Determining cash flow projections;
- Completing payroll;
- Conducting bank reconciliation;
- Tracking employee expenses and Visa credit card reconciliation;
- Assisting in managing vendor and customer contracts;
- Additional year-end accounting duties, including but not limited to; T- 4 & T - 5 slips, and year-end financial statements; and,
- Various other administrative duties as assigned.

Safety is a critical priority in all aspects of the work done at Cirrus. As a condition of continued employment, Cirrus expects all employees to adhere to all company and, where applicable, client safe work rules and procedures at all times. Compliance to Cirrus's Safety programs includes, but is not limited to, required safety training and attendance at safety meetings.

Required Experience and Qualifications

- Minimum High School Diploma. Some college/university coursework preferred.
- Strong knowledge of QuickBooks accounting program.
- Excellent Microsoft Office Skills - Word, Excel, PowerPoint, Visio and Outlook.
- A minimum of 2-3 years of experience in an accounting role.

Start Date

Immediate, or date to be negotiated.

Applications

Please reply by providing a cover letter and resume that details education, experience, and references to: c/o Cirrus Environmental Services Inc., 10, 1916 30th Avenue NE Calgary, Alberta T2E 7B2
julia.whyte@cirrusenviro.com.

While we appreciate your interest in our company, please be advised that only candidates selected for an interview will be contacted.