



Local Bookkeeping firm has an opening for a part time bookkeeper.

The successful applicant will have experience in accounts receivable, accounts payable, payroll, and general ledger procedures. They will have excellent communication and problem solving skills and will be able to work independently as well as part of a team. Experience with Simply Accounting (Sage 50) and Microsoft Office is required. Experience in Sage 300 is an asset.

We offer wages commensurate with experience and a flexible work schedule. This position may develop into full time.

Interested applicants are invited to submit a cover letter and resume (with references) by Oct 7, 2016 to Kalum Management Services Inc., 202 – 4630 Lazelle Ave., Terrace, B.C. V8G 1S6, fax 250-635-7846 or email: cfrman@citywest.ca

We thank all applicants, however only those selected for an interview will be contacted.