



April 5, 2024

Position Opening:
Senior Bookkeeper

Full-time, permanent position
Location: Kamloops, BC

Position overview

The **Senior Bookkeeper** is an intermediate level position within the Association. This is a full-time, permanent position to administer financial accounts, payroll, and investments for the Association and affiliated companies.

Working closely with BCCA's Managers, the key responsibilities of the **Senior Bookkeeper** include financial administration, payroll administration, budgeting and coordination of company insurance and extended health benefits program.

How to apply

The preferred application process is to forward a **resume and detailed cover letter outlining your pertinent qualities and qualifications** to Anna White [annamwhite [at] lightspeed.ca].

Please do not send applications directly to the BC Cattlemen's Association.

BCCA is committed to the principle of equal employment opportunity for all employees and to providing a safe and supportive work environment, free of discrimination and harassment. As such, all applicants are considered for employment without attention to race, colour, religion, age, sex, sexual orientation, gender identity, national origin, disability, genetic characteristics, marital or family status.

This position offers a competitive compensation and benefits package. Hourly rate: \$30-35

We thank all applicants for considering the BC Cattlemen's Association for employment. Please note:

- Incomplete applications will not be processed.
- Only short-listed candidates will be contacted for interviews.
- Short-listed candidates may undergo verification of their education credentials, as required.
- This is a full-time (35 hrs) position requiring in-office work
- Office is located near Kamloops, BC

Start date: May 2024

Applications will be accepted until the position is filled.