



Posting date: March 4, 2024

Position Opening:

## Bookkeeper/Administrative Coordinator

Full-time, permanent, hybrid (remote/in-office) position

Location: Kamloops, BC

### Are you passionate about *beef, ranching* or the *agriculture* sector in British Columbia?

The British Columbia Cattlemen's Association (BCCA) is seeking a detail-oriented administrative professional with bookkeeping expertise to fill the role of **Bookkeeper/Administrative Coordinator**. To fit the BCCA team:

- *You are motivated to make a difference in the everyday lives of BC's ranchers*
- *You are skilled in maintaining excellent client relationships*
- *You pride yourself on being helpful and service-oriented*
- *You deliver outcomes that are timely and fiscally responsible*
- *You aren't easily surprised or stressed, keeping calm at all times*
- *You contribute to a positive, no drama workplace*
- *You pull for the team but still know how to get work done autonomously*
- *You have a sense of humour, not taking yourself too seriously*

And specific to this role:

- *You are detail-oriented and can work highly independently*
- *You possess a qualification or some formal training in bookkeeping*
- *You have experience in bookkeeping/financial management*
- *You have some understanding of the beef cattle industry*
- *You exercise discretion and understand the importance of confidentiality*
- *You can demonstrate a proven ability to meet deadlines under pressure*
- *You have some knowledge of non-profits, including the dynamics of board governance*
- *You effectively manage competing priorities*

# Bookkeeper/Administrative Coordinator

## Position overview

The **Bookkeeper/Administrative Coordinator** is an intermediate level position within the Association. This is a full-time, temporary administrative position (maternity leave/12 month) to support the CIDC and Horn Levy Committee in advancing the cattle industry in BC.

Reporting to the General Manager, the **Bookkeeper/Administrative Coordinator** provides administrative support for the Cattle Industry Development Council and Horn Levy Committee as well as other aspects of BCCA operations. [Learn more at [cattlefund.net](http://cattlefund.net).]

Working closely with BCCA's Controller, the key responsibilities of the **Bookkeeper/Administrative Coordinator** include carrying out project management for CIDC and Horn Levy Committee approved projects. The **Bookkeeper/Administrative Coordinator** will review applications and action them accordingly, complete accounts payable/accounts receivable including general ledger entries, bank reconciliations, remittances and reporting. The **Bookkeeper/Administrative Coordinator** will also plan events including booking venues, coordinating guest services, catering, preparing documentation, recording meeting minutes and follow up as needed.

## 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.

Applications will be accepted until the position is filled. 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) requiring in-office work 2-3 days a week

**Start date: April 2024**

**Salary: \$25.00-\$28.00 per hour**

Benefits: extended health care, RRSP match, vision care, dental care, disability insurance, employee assistance program, life insurance, paid time off, casual dress, company events, and free parking.

Expected hours: 35 per week

Schedule: Monday to Friday