



BRITISH COLUMBIA CATTLEMEN'S ASSOCIATION

Representing the Beef Cattle Industry of British Columbia

AGRI CENTRE - #4 - 10145 DALLAS DRIVE, KAMLOOPS, B.C. V2C 6T4 PHONE (250) 573-3611 FAX (250) 573-5155

JOB POSTING

POSITION: **Bookkeeper (5+ years experience)**
Permanent, Full-time

The BC Cattlemen's Association is seeking a bookkeeper with 5+ years of experience.

Outline:

- Permanent, full-time position in our Kamloops office
- Salary position with competitive wage and group benefits provided. Wage to be determined based on education and experience.
- Daily schedule of Monday to Friday 8:30am – 4:00pm. Periodic overnight travel required.

Main responsibilities:

- Accounts payable/receivable
- Preparing cheques and Electronic Fund Transfers (EFTs)
- Invoicing
- Payroll
- Account reconciliations
- Budgeting
- Financial statements
- Quarterly financial reports
- GST & WSBC remittances
- Coordinate group benefits program
- Coordinate liability insurance program

Qualifications:

- Minimum of 5 years experience bookkeeping
- Excellent knowledge of Quick Books
- Strong computer skills, experience with Microsoft Office programs (notably Excel, Word and Outlook).
- Familiarity with GST and tax laws
- Strong attention to detail
- Work efficiently

Submit: Please submit resume & cover letter by **September 30th** to:
bccattle@cattlemen.bc.ca
Attention: Kevin Boon, General Manager