



## **Assistant Bookkeeper**

At Community Futures 16/37 we work with entrepreneurs and business owners, the non-profit sector and its amazing volunteers, local government and educators to grow community and the economy throughout northwestern BC. We are looking for a highly motivated individual with excellent financial, administrative, communications and interpersonal skills to join our team.

This position is full-time and well suited for an individual who is detail-oriented and can offer creative solutions to everyday challenges. The successful applicant will provide support for bookkeeping tasks such as: maintaining general ledger accounts, compiling financial statements, loan disbursements, processing loan payments and payroll.

Preferable skills include:

- Experience as a bookkeeper/administrator which may have been obtained through education or experience.
- Proven ability to work successfully with a great team, yet able to work independently without supervision
- Ability to handle multiple tasks within a changing environment
- Excellent communication skills – verbal and written
- Extraordinary client service, organizational and time management skills
- Excellent decision-making and problem solving skills
- Working knowledge of MS Office (Word, Excel and Outlook) Sage Accounting and/or QuickBooks

We offer a competitive salary and benefits package.

If you would like to join Community Futures 16/37, please email your cover letter and resume to [wade@1637.ca](mailto:wade@1637.ca).

We thank all applicants. However, we will only contact those chosen for an interview.