
Employment Opportunity

Brockville Public Library Bookkeeper: Part-time (Contract Position – 3 months)

Status: Part-time | **Hours:** Days, evenings, weekends | **Starting Wage:** \$30.00/hour | **Start Date:** April 3, 2018

Position Summary

Part-time bookkeeper, working closely with the CEO and city departments on accounts payable and monthly finance statements.

Responsibilities

The individual manages accounts payable and accounts receivable, in addition:

- Conducts a monthly reconciliation of every bank account.
- Maintains an orderly accounting filing system.
- Complies with local, provincial, and federal government reporting requirements.
- Provide clerical and administrative support to the CEO.
- Providing assistance with annual audit.
- Investigates and responds to internal and external invoice and payment inquiries and follows up.

Qualifications

- Degree or Diploma in Business Administration, Finance, Accounting or other related field.
- Minimum of 2 years of experience in accounts payable/accounts receivable, and general bookkeeping.
- Proficiency with Microsoft Office Suite required.
- Demonstrated and ongoing familiarity with current accounting and office technology.
- Aptitude for organization with attention to detail and accuracy; maintains confidentiality.
- Displays excellent interpersonal and team-oriented workplace skills.

Working Conditions

1. General office working conditions.
2. Base schedule for this position: 8 hours a week; day, evening and weekends may be applicable.
3. Position requires lifting – 15lbs.

Please submit a cover letter and resume in person or by e-mail to:

Emily Farrell, CEO: emily@brockvillelibrary.ca

DEADLINE FOR APPLICATIONS: Friday, March 23th, by 5pm.

We thank you for your application, however, only those applicants selected for an interview will be contacted.