

Duties will include the following.

- Perform data entry.
- Maintaining financial databases and spreadsheets
- Sorting receipts (via DEXT)
- Filing paperwork electronically (SYNC) & paper
- Scan documents (as required)
- Pay bills
- Send out invoices weekly
- Reconciliations of multiple bank and credit card accounts and clearing accounts
- Corresponding directly with Customers
- Filing GST, PST and WCB remittances
- Provide monthly interim financial reports

And any other tasks that contribute to the function of the bookkeeping / accounting department, which may include some bookkeeping tasks, creating or assisting with reports, assisting with the budget planning, preparing and submission. The scope of these duties will vary depending on the type and size of each job and skillset of the candidate.

Wage is \$20-\$28/hour based on experience and meeting training goals.

Please **send email with a cover letter and your resume to rinette@salishsoils.com**. *Please list 2 work references

*In your cover letter, please state why this position specifically interests you and the goals you would like to attain by working in this position.