

Part-Time Bookkeeper / Office Assistant

Hours: 20 hours per week **Send resume to:** dtooley@cheshirehpe.ca and rsteele@cheshirehpe.ca

Salary Range: \$27-30 per hour

Responsibilities:

1. Bookkeeping:

- Record daily financial transactions using Great Plains accounting software.
- Maintain accurate and up-to-date financial records.
- Reconcile accounts and ensure data accuracy.

2. Payroll Processing:

- Process payroll using the Quadrant HRIS payroll system.
- Verify timesheets, calculate hours worked, and ensure timely payments to employees.
- Handle payroll-related inquiries.

3. Invoice Payments:

- Review and process invoices received from vendors and suppliers.
- Ensure timely payment and accurate recording of expenses.
- Maintain a well-organized system for tracking invoices.

4. Mileage and Expense Claims:

- Process employee mileage and expense claims.
- Verify receipts and documentation.
- Reimburse employees promptly and accurately.

5. Financial Reporting:

- Assist in preparing financial reports (monthly, quarterly, and annually).
- Collaborate with the accounting team to generate necessary reports for management and stakeholders.

6. General Office Support:

- Assist with general administrative tasks, including filing, data entry, and correspondence.
- Manage office supplies and maintain an organized workspace.
- Coordinate with other team members to ensure smooth operations.

7. Qualifications:

- Minimum of 2 years of accounting experience.
- Post-secondary education in accounting, business, or a related field preferred.
- Proficiency in Microsoft Excel and Word.
- Familiarity with Great Plains accounting software and Quadrant HRIS payroll systems is a plus.

8. Attributes:

- Detail-oriented and organized.
- Strong communication skills.
- Ability to work independently and as part of a team.
- Commitment to the mission and values of Cheshire Homes (Hastings-Prince Edward) Inc.