

## **Bookkeeper / Office Administrator**

Buxton Consulting Ltd, Abbotsford, BC

Job type: Full-time

- A minimum of 5 years' bookkeeping and office administrator experience
- Well versed in accounting software programs
- Managing payroll for a staff of approximately 15-20
- Accurately calculating and submitting remittances
- Accounts Payable and Receivable
- Maintaining employee benefits records
- Completing monthly forecasting reports
- General office administration duties with proficiency in MS Office suite
- Strong keyboarding skills
- Able to communicate effectively with program staff and participants
- Observe confidentiality and demonstrate ethical standards
- Enjoy taking on a wide variety of tasks and responsibilities
- Strong command of the English language

Other Qualifications:

- Valid Class 5 Driver's License and reliable vehicle with a clean driver's abstract
- Vulnerable sector criminal record check

Competitive wages and benefits

Please submit resume and cover letter to [admin.headoffice@buxtonconsulting.org](mailto:admin.headoffice@buxtonconsulting.org) / [erini@buxtonconsulting.org](mailto:erini@buxtonconsulting.org)

We thank you for your interest in employment with Buxton Consulting, however, only short-listed candidates will be contacted.

Positions will be posted until filled