



# EMPLOYMENT OPPORTUNITY

## PART-TIME BOOKKEEPER

Rutherford Farms is currently seeking a part-time bookkeeper. The ideal candidate must be detail oriented, ability to multi-task, be organized, have in-depth computer skills, and previous experience in bookkeeping.

### Responsibilities:

- Record day-to-day financial transactions and complete posting processes.
- Process accounts receivable and accounts payable.
- Complete monthly reconciliations on bank and visa statements in a timely manner
- Record receivables and bank deposits.
- Monthly GST and Payroll tax reporting
- Monthly P&L, balance sheet statements
- Perform general tasks such as, but not limited to, data entry, scanning, filing, etc.
- Other duties as assigned by the CFO & GM.

### Skills and Qualifications

- Previous bookkeeping/accounting experience
- Proficiency in software such as QuickBooks Online & Excel
- Strong organization and prioritizing abilities
- Exceptional attention to detail
- Works well with a team

To apply, please submit a resume to [corey@rutherfordfarms.ca](mailto:corey@rutherfordfarms.ca). Thank you in advance to all applicants, only those selected for an interview will be contacted.