

Bookkeeper—ASL Environmental Sciences Inc.

ASL Environmental Sciences Inc., a busy scientific consulting company located in Sidney BC, is seeking a full-time bookkeeper. Our company is employee-owned and operated and offers, in addition to a competitive salary, a profit-sharing plan, a comprehensive benefits package, flex time, and share-purchase opportunities for all employees.

We are looking for someone with significant bookkeeping and some accounting experience to assist in maintaining our books of account and to support the accounting aspect of the organization's operations. Responsibilities will be varied and interesting. The bookkeeper will work in close co-operation with the Office Manager and the Manager of Human Resources.

The books of account of the company are somewhat complex and require experience and knowledge different from that needed for a typical small business – much of this experience will be gained on the job. We envision a continuing appointment and gradually increasing levels of responsibility for the right candidate.

Roles/responsibilities

- Perform standard bookkeeping functions (for example, preparing cheques, coding and posting invoices, preparing deposits, accounts receivable etc.)
- Liaise with staff and support them in bookkeeping needs related to their project areas and the keeping of accurate time records
- Assist in preparation of payroll information for an off-site contractor
- Assist with preparation of year-end working papers and spreadsheets
- Complete monthly reconciliation for all bank accounts
- Maintain an accurate and complete trail of supporting documentation for all bookkeeping activities
- Maintain up-to-date, complete and systematic filing system to support financial records
- Assist with reception duties

Requirements

- Ability to work well with others
- A minimum of 5 years of bookkeeping experience. Training in a recognized accounting program is desirable and would be counted as part of the experience.
- Very organized and systematic nature
- Fast learner
- Confidence with new technology
- Competence with accounting software as well as experience with standard office software such as Excel, Word, etc.
- Ability to effectively organize and prepare back up documentation to support any financial information reported externally

Start date: August 5, 2009 (negotiable)
Time Commitment: 37.5 hours per week
Remuneration: Very competitive salary, commensurate with training and experience; comprehensive benefits package; profit-sharing

Application procedures:

Please include the following in your application:

1. A cover letter clearly outlining why you feel you are well suited to this position and your salary expectations
2. A current resume
3. The names and contact information for 3 professional references

Send your completed application by July 10, 2009 to:

Office Manager
ASL Environmental Sciences Inc.
1986 Mills Road
Sidney, BC V8L 5Y3

Or email hr@aslenv.com

No telephone calls or drop-ins please.

Due to the anticipated volume of applications, we will be notifying only successful applicants. We greatly appreciate your interest in our company and in this important position with us.