

Help Wanted

Fort George Manor

Is looking for a Part Time Bookkeeper

Expected Duties:

- ❖ Prepare rent/cash deposits & take to financial institution for processing
- ❖ Pay bills as invoices received
- ❖ Reconcile bank statement
- ❖ Prepare monthly financial statements for board meetings
- ❖ Ensure CRA payments made monthly
- ❖ Prepared adhoc cheques required by board
- ❖ Prepare T4 slips as required
- ❖ Print year end statements, balance sheet, transactions on all accounts
- ❖ Other duties as assigned when required

Experience and Qualities Required

- ❖ Excellent written and verbal English skills
- ❖ Proficiency in MS Office and SAGE software
- ❖ Good administrative, documentation and communication skills
- ❖ Minimum 5 years current bookkeeping and/or accounting experience

**Interested applicants should forward resume and cover letter by
Saturday May 21, 2022 to:**

FGM Hiring committee

FortGeorgeManor@gmail.com

**Questions can be directed to the email or by calling
Laurie at 250-565-5169**

***only applicants chosen for an interview will be contacted – We thank all applicants
for their interest.**