

Bookkeeper and Admin Assistant

This is a permanent four-day-a-week position (we will consider some variation on the days and hours). The job is split between bookkeeping duties using Quick Books Online and administrative assistant duties (including using Eventbrite, Canva, Slack, Zoom and Excel) in a small, fast-paced, and demanding work environment. We are busy with multiple deadlines, so keen attention to detail and the ability to stay organized are both mandatory.

You must be fully functional in Quick Books Online including producing invoices, coding documents, receiving payments, running reports, and creating new customers. Your work will be reviewed by our external bookkeeper. Accuracy and completeness are required. Attention to deadlines and deliverables is required. Excellent and accurate record-keeping is necessary. The successful candidate will demonstrate good understanding of accounting principles. We understand that mistakes will happen; an eagerness to learn from mistakes to prevent them is key.

You must be experienced using (and comfortable learning about) office products including MS Suite, Canva or Videoscribe, Zoom, Slack, and conversant with setting up ticketed events in Eventbrite. Email, Excel and internet searches should be second nature to you. You love to stay busy and stay organized and appreciate a casual and respectful workplace.

You are comfortable working strategically and thinking quickly and are not easily distracted by competing deadlines. You multitask well while ensuring tasks are prioritized and completed. Ideal candidate should show initiative in both the quality of their work, and in the planning of their workday given competing priorities. The office can be fast paced but can also have some slow moments, so a self-starter is required.

Importantly, we are looking for a team player with an easygoing demeanor who is not easily flustered and can roll with changing priorities. We thrive on collaboration between staff, a good work ethic, friendliness, and a respectful communication style.

Four days a week, 5 to 7.5 hours a day as determined by mutual preferences. We hope the ideal candidate will start immediately at our central Maple Ridge location, easily accessible by bus. Pay starts at \$18 - \$20 an hour plus vacation pay and sick pay per Employment Standards.

Please send your covering letter and resume to cvma-sbcv@cvma-acmv.org