

Senior Accounting Technician

Are you a positive, detail-oriented, and self-motivated individual with experience keeping books and accounts for clients? Would you enjoy working in a forward-thinking and modern workplace that focuses on helping others succeed?

Good news! Aspire is looking for a Senior Accounting Technician to join our team! We are a progressive, technology-forward Chartered Professional Accountant's office located in downtown Invermere.

As a firm that provides comprehensive financial management services to our clients, the successful candidate will be experienced with regular bookkeeping processes such as sales tax filings, payroll and account reconciliations. As a busy and growing office, our staff must be able to juggle multiple clients, competing priorities, be committed to our clients and ensure that deadlines are met.

Key Responsibilities

- Maintaining the general ledger including regular bank and account reconciliations
- Post expenses manually or with the support of Dext
- Post sales from POS or e-commerce solutions and a solid understanding of clearing accounts
- Managing capital asset additions and disposals
- Process payroll and assist with Worksafe, ROEs and T4 preparation
- Government remittance requirements (GST, PST, PD7As)
- Maintaining and ensuring the accuracy of accounts payable and receivable subledgers
- Solid technical understanding of Employment Standards, GST and PST legislation applicable to small and medium sized businesses as well as not for profits and charities
- Assisting other staff and supporting the office environment

Key Skills

- Minimum of 3 years bookkeeping/accounting experience
- Computer literacy is **essential** including Adobe, MS Office and Gmail
- Quickbooks Online ProAdvisor, including Payroll, with at least one year experience
- Experience with Dext (Receipt Bank) would be an asset
- Experience with QB Desktop and/or Sage 50/Simply or other accounting software would be an asset
- Preference to candidates with a Business diploma or degree, bookkeeping and/or payroll designation
- Critical thinking and problem-solving skills
- Excellent communication skills, written and oral

This is a full-time position with competitive wage and benefits, dependent on skills and experience. The position could start on a part-time basis for the right candidate.

