

### Overview

We are seeking an experienced bookkeeper to work on a part time basis with our new home construction and property rental business that has been successfully operating for decades. Our bookkeeper of many years is retiring. The ideal candidate has a minimum of **5 yrs as a bookkeeper in aforementioned businesses**. Accustomed to tight deadlines, the successful candidate can work autonomously and skillfully with quick books and manage technology without tech support (computer, backups, printer etc.). Required to be in office in Barrhaven.

### Duties

- Maintain and update financial records, including accounts payable and receivable in hard copy and soft copy.
- Work directly with company owners who require high degree of efficiency.
- Above average attention to detail as many vendors are small suppliers and prone to error.
- Perform vendor account analysis and account reconciliation to ensure accuracy.
- Process payroll and ensure timely payments to employees.
- Conduct bank reconciliations to verify transactions and balances.
- Quickly provide necessary financial data.
- Prepare financial reports as needed for management review.
- Collaborate with an accountant to gather and reconcile necessary financial information.

### Qualifications

- Proven experience as a Bookkeeper in residential construction
- Proficiency in with Quick Books.
- Strong understanding of accounting principles and practices.
- Experience with payroll processing and bank reconciliation.
- Excellent attention to detail and organizational skills.
- Strong communication skills, both written and verbal.

### Other Information

- Flexible hours during weekdays in small office with autonomy and support for mundane tasks allowing focus on priorities.
- Work Location: In person
- Part-time, Permanent
- Pay: \$25.00-\$40.00 per hour
- Expected hours: 16 – 24 per week
- Flexible schedule - Monday to Friday (Preferred every Thursday weekly)
- French not required
- No weekends

Please ask any questions and send your resume to [suz@mattino.ca](mailto:suz@mattino.ca)

**No Phone calls please**