



SOUTH NATION
CONSERVATION
 DE LA NATION SUD



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BOOKKEEPER

Employment Period: Sept to Dec 2011
Compensation: To Be Determined
35 Hrs Week

Position Summary:

This position provides financial assistance to both the administrative and technical departments.

REQUIREMENTS:

- Post-secondary education in financial management or
- Equivalent office experience.
- Excellent organizational, task and time management skills.
- Effective with the use of computers and knowledge of Microsoft Word, Excel, and Email.
- Knowledge of Accpac or similar financial software considered an asset

SUMMARY OF MAJOR TASKS:

1. Payroll, accounts payable, accounts receivable, journal entries, bank statements and deposits
2. Problem solving with accounts payable, accounts receivable and payroll inquires
3. Prepare various government tax remittances
4. Prepare monthly reports for various department, projects and board of directors
5. Work in compliance with the provisions of the Occupational Health and Safety Act and its regulations.
6. Perform other duties as assigned

Location: This position will work out of the South Nation Conservation office in Finch , Ontario.

Forward Resumes by September 8, 2011, 12:00 noon to:

Linda Hutchinson
 Senior Accountant
 38 Victoria Street
 Finch, ON K0C 1K0
 Fax: (613)984-2872
 Email: lhutchinson@nation.on.ca

Our Local Environment. We're in it Together.  *Notre environnement. Nous le partageons.*

