

## **Bookkeeper at EBT**

SWIFT CURRENT, SK, CANADA

### **Description**

EBT Chartered Professional Accountants is seeking a full-time **Bookkeeper** at their main office located in Swift Current, SK.

EBT is a full-service accounting office, with locations in both Alberta and Saskatchewan. Serving owner-managed businesses we deliver a comprehensive range of bookkeeping, accounting, taxation and advisory services to meet our clients' personal and business needs. EBT has been in public accounting for over 50 years, with a commitment to client service that has contributed to substantial growth, from a staff of 8 in the year 2000 to a complement of over 100 staff today!

You will be joining an established, well respected and growing practice. We have an energetic, fast paced, positive work environment that supports you to learn, grow and achieve your full potential.

### **Responsibilities:**

- Complete maintenance of books & full cycle bookkeeping for a number of owner-managed businesses in a wide variety of industries including bank reconciliation, accounts receivable, accounts payable, GST reporting, payroll calculations including source deductions, direct deposits, ROE's, preparation of T4's, WCB reporting and other bookkeeping duties.
- Work in unison with a team of bookkeeping professionals, assist others, follow office procedure and provide superior service to your portfolio of clients.

### **Skills and qualifications:**

- Self-starter – ability to identify areas of improvement and do the work
- Problem solver – ability to recommend solutions prior to seeking assistance
- Self-confidence and maturity
- Effective and advanced communication and client relations skills
- Time management & task prioritization – ability to manage multiple deadlines, determine priority and get tasks completed.
- Able to use Sage Accounting, Quickbooks and Microsoft Office
- Ability to learn additional software programs is essential.

### **Education and Experience:**

- Previous bookkeeping experience preferred (willing to train the right candidate)

- Business College Bookkeeping certificate or Business Administration Diploma with Bookkeeping or Accounting is an asset

**The EBT Difference:**

Call us a show-off, but we are proud of our unbeatable employee culture. From casual water cooler chats to one of our three major employee events per year, we have a tight knit, outgoing and inclusive group of people. We offer regular opportunities for staff to interact, including paid lunches, staff intramurals, social committee and more. We have a state of the art mentorship program and offer paid job related training. If we haven't impressed you yet, we also offer a comprehensive

**Compensation**

\$16.00 - \$24.00

[EBT Chartered Professional Accountants Job Board - Apply to Bookkeeper \(applytojobs.ca\)](http://applytojobs.ca)