



Senior Bookkeeper Job Description

FairTradeWorks is a construction service for residential and commercial clients who are building new structures or renovating. Our portfolio is vast and ranges from the smallest bathroom renovation, to brand new luxury homes, to multifamily developments. Our goal is to make building and renovating enjoyable as well as successful and we need team members who want to assist in our long-term goal of being our client's construction brand for life.

We don't like to say we just 'work' at **FairTradeWorks**, it's much more than that. It's more because we don't just get through our workdays by being ordinary. We challenge our team to be the best at what they do. We invite only people who love to be the best they can be, who want to engage others and think out of the box.

A **FairTradeWorks** Senior Bookkeeper is responsible for maintaining our financial records, including purchases, sales, receipts and payments. Ultimately, the Bookkeeper's responsibilities are to accurately record all day to day financial transactions of our company.

Responsibilities and Duties:

Duties below are required for both British Columbia and Ontario

- Organize and manage all finances of the company
- Assist in the creation of a strategic financial plan
- Budget, forecast, and help oversee current and future investments and capital structures
- Advise on methods to increase revenue and bring down costs
- Report to and work with the President on all financial matters
- Assess financial risks and work to minimize them, always staying abreast to any changes in the market and communicating them to the President
- Create financial outlook reports and ensure company funds are sufficient
- Manage and track budget and accounting information including billing, collections, and tax information
- Record day-to-day financial transactions and complete the posting process
- Verify all source documents and record in the correct day book, supplier's ledger, client ledger and general ledger
- Balance the general ledger by preparing a trial balance
- Perform partial checks of the posting process
- Process accounts receivable/payable
- Consolidate budgets regularly
- Manage and execute department budgets
- Manage cash flow
- Manage debt and collections
- Prepare tax documents
- Ensure compliance with statutory law and financial regulations
- Process payroll
- Work overtime and weekends when required
- Manage bookkeeper/finance team
- Educate and enforce **FairTradeWorks** brand standards



Requirements & Qualifications:

- Proven bookkeeping experience
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills, along with a Knack for numbers
- Hands on experience with spreadsheets and proprietary software
- Advanced computer skills, including proficiency in MS office and Microsoft Dynamics SL financial reporting software
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail
- Excellent command of the English language in both written and oral forms
- Must have a valid B.C. Driver License and clean driver's abstract (documents required)
- Excellent interpersonal skills as well as conflict resolution abilities
- Ability to identify and meet customers' needs and requirements
- Hardworking and a problem solver
- Clean police background check (document required to complete contract)
- Exceptional phone and client care skills
- Positive and upbeat attitude
- Must have superior organization and time management skills

Education and/or Experience: Must have a high school diploma with 5 years bookkeeping experience. CPA certification preferred.

Other Skills and Abilities: Integrity and high commitment are essential in this position. As is being open minded, client care oriented while still maintaining a strong business sense. Must be proficient in Microsoft Office applications, with Advanced Microsoft Excel skills.

Language Skills: Ability to read and comprehend advanced communications as well as short yet professional and concise correspondence. Ability to effectively present information one-on-one and in small group situations to clients and other professionals. In addition, this employee will have to have above average negotiation skills.

Mathematical Skills: Above average mathematical skills are necessary for this position along with report compilation.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit for extended periods. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities are required by this job including close vision.

Position Competencies:

- Creativity/ Enthusiasm
- Analytical Skills/ Excellent communicator
- Initiative/ Ambitious



- Flexibility/Adaptability
- Problem Solving/ Team Skills
- Organizing/Planning Ability
- Passion for Construction & development
- Excellent communicator
- Honest and straight forward
- Quick thinker/ Fast mover
- Extremely hard working with self-driven

Working Conditions:

- Appearances always must represent the company image
- Work area may have fluorescent lighting and air conditioning
- Moderate to loud noise level
- Fast-paced environment: subject to numerous schedule and priority changes and short notice activities
- Follow specific corporate policies, procedures, rules and regulations without question
- Candidates selected for interview must be able to pass a simple pre-employment excel test
- Candidates selected for hire must be able to pass a pre-employment police background check

Relationship: Reports to: President

Additional Duties: This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.