

Bookkeeper

ID Fusion is a growing digital transformation company that helps companies and organizations plan, research, build, integrate and maintain technology. We're a small, tight-knit group of professionals who focus on delivering the highest level of client value with an *anything is possible* attitude.

About the Role

ID Fusion is looking for someone who is excited by the prospect of managing the full cycle day-to-day bookkeeping needs of a fast-paced organization. If you are a self-starter who is looking for the full bookkeeping experience, this role is for you!

Why ID Fusion

Not sure if ID Fusion is the right place for you? You will work with a passionate team with the freedom to balance your work and home life. We care for one another, and this extends to the benefits we provide. In addition to a competitive salary, we provide a company-paid health/dental/vision plan, matching RRSP and professional development. Drinks, snacks, and free parking are included!

Your Day to Day

- Recording cash receipts and making bank deposits
- Issuing invoices to customers
- Paying supplier invoices
- Processing payroll
- Collecting receivables
- Maintaining the chart of accounts
- Issue financial statements
- Maintaining the petty cash fund
- Conducting periodic reconciliations of all accounts to ensure their accuracy
- Monitoring debt levels and complying with debt covenants
- Collecting sales taxes from customers and remit them to the government
- Assembling information for external auditors for the annual audit
- Maintaining an orderly accounting filing system
- Keeping data up to date in rolling cashflow and budgeting tool(s)
- Completing month-end closing and reconciliations
- Complying with Local, Provincial, and Federal government reporting requirements
- Providing clerical and administrative support to management as requested
- Purchasing supplies and equipment as authorized by management
- Monitoring office supply levels and reordering as necessary
- Maintaining inventory of fixed assets with quarterly validation of current assets

- Answering the main office phone line

Experience You Bring

- QuickBooks
- Knowledge of bookkeeping best practices
- Exceptional organizational skills
- Excellent communication skills, written and verbal
- Demonstrated attention to detail
- Tech-savvy, including strong knowledge of Microsoft Excel
- Relevant university degree or college diploma in an accounting-related field

ID Fusion is proud to be a Manitoba Indigenous-owned and operated company committed to building a skilled and diverse workforce. Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or resumé if they are from any of the following groups: Women, Indigenous Peoples, Visible Minorities, and Persons with a Disability.