

Bookkeeper Opportunity

We have an exciting new opportunity available in our Brandon location.
The path to your potential starts here!

The Position (full time and part time positions available)

The successful candidate would be expected to:

- complete client monthly/quarterly bookkeeping engagements
- assist clients with organization when required
- complete GST/PST/Payroll remittances

The Ideal Candidate

We are looking for an individual who:

- is committed to delivering exceptional client service
- is committed to delivering high quality work in a time efficient manner
- is an active contributing team member complete with innovative new ideas
- possesses excellent communication skills (verbal and written)
- is very organized and neat
- is trustworthy, respectful and able to work in confidence with client information
- is analytically inclined
- possesses outstanding work ethic
- is fun to work with (a good sense of humor is an asset!)

Skills

The ideal candidate will possess the following skills and experience:

- experienced in completing bookkeeping files
- knowledgeable and experienced with client accounting software such as QuickBooks/Sage/Ag Expert
- experienced working with small to medium sized businesses
- experienced working with Microsoft Word and Excel programs
- knowledgeable with farming records and operations would be an asset

The Firm

Alliance Accounting Group Chartered Professional Accountants Inc. is a dynamic accounting firm committed to delivering exceptional client service, high quality of work and innovative solutions for our clients. Our team consists of a combination of very experienced professionals mixed with a young team of career driven individuals. We are committed to employing the latest in technology and client service methods.

The Application

To apply, please direct your application to the attention of Leah Campbell. You can drop your application off at our office or email to lcampbell@allianceaccounting.ca.

When applying for this position:

- provide a cover letter outlining why you would be the ideal candidate (it should include a statement as to your goals relational to the accounting field of work)
- attach a typed resume clearly outlining your:
 - o Education
 - o Experience
 - o Outside interests
 - o Contact information including email address and phone number
- ensure that your resume speaks directly to what the position requires

- provide a list of at least three references and contact information
- indicate when you would be available to begin work
- should you be applying for a part time position, please indicate availability
- include your salary expectation

We are certain that every applicant has some excellent qualities. Be certain to tell us all about yours!

The Deadline

Applications will be accepted until a suitable candidate is found.

We thank everyone for applying for the position. Only applicants that we select for an interview will be contacted.