

Full-Time Senior Bookkeeper

The Interior Provincial Exhibition & Stampede is an annual agricultural fair in Armstrong BC held for five days leading into the September Labour Day weekend featuring animal shows, agricultural exhibits, live entertainment, full midway, and nightly rodeos.



Role Description

This is a full-time on-site role for a Senior Bookkeeper located in Armstrong, BC. The Senior Bookkeeper will be responsible for advanced level financial managing and overseeing the daily accounting and bookkeeping activities of the IPE& Stampede, including subsidiary ledgers, using automated systems. This person will maintain accurate financial records, provide financial information to management, and ensure compliance with accounting standards and regulations. Supervision may be exercised over a small number of clerical personnel assigned to the financial record-keeping unit. Does related work as required.

Qualifications

- 10+ years of demonstrated experience in bookkeeping and accounting with good knowledge of principles and practices used in bookkeeping and accounting
- Strong knowledge of accounting principles and experience with SAGE accounting software
- Experience preparing financial statements and reports, general ledger account reconciliation, payroll and benefits, audit preparation, annual budget, and other fair duties
- Demonstrated ability to effectively manage a team and work collaboratively with others
- Excellent organizational skills, attention to detail, and ability to prioritize tasks
- Excellent written and verbal communication skills and ability to carry out complex written and oral directions
- CPA or equivalent preferred

Closing Date of December 1, 2023 or until position is filled

Salary/Wage/Benefits are competitive within the industry and will be determined by individuals experience and education levels

Email resume and all relevant information for the successful job application to heather@armstrongipe.com.

Only successful candidates will be contacted for interviews. Thank you.