

## **Bookkeeper - Active Earth Engineering Ltd.**

### **Overview**

Active Earth Engineering Ltd is looking for a part-time (25 hours per week) bookkeeper working out of our Abbotsford office to assist in managing our day-to-day accounting. If you are experienced with QuickBooks, confident with Excel, have excellent organizational skills appreciate a flexible work environment and like people as much as numbers, this is the position for you. We are looking for a skilled multi-tasker who is both able to meet the demands of multiple stakeholders and foster positive relationships with stakeholders.

Our ideal candidate has:

- Post-secondary education in Bookkeeping, Accounting, or Payroll (preferred)
- Minimum 2 to 3 years' experience using QuickBooks
- Strong knowledge in Microsoft Office Suite including Word and Excel
- Strong communication, organizational and multi-tasking abilities; experience handling confidential documents and knowledge of privacy protection guidelines is important
- Proven accuracy, reliability and commitment to consistently meeting deadlines
- Experience with Replicon would be an advantage
- Own transportation to make bank deposits an asset

Day to day responsibilities include:

- Maintains accurate records within QuickBooks Pro
- Produces internal unbilled reports, client invoices and prepares payroll within Quickbooks
- Sets up new clients/projects in QuickBooks and Replicon timesheet programs
- Develops monthly financial statements, including profit and loss, balance sheets and AR and AP lists
- Prepares quarterly and monthly tax returns along with payroll liabilities, operating and business taxes
- Prepares monthly bank reconciliations

## About Active Earth Engineering

Active Earth Engineering Ltd. (Active Earth) is a dynamic environmental engineering firm that has completed nearly 2,000 projects across southwestern BC. We specialize in environmental investigation and remediation, physical hydrogeology, and geotechnical engineering. Our clients include property owners, contractors, developers, government agencies (municipal, provincial, and federal), realtors, architects and other engineers and consultants. Our company was created in 2007 by a small group of like-minded engineers and geoscientists who joined together to create a unique consulting firm. We provide top-tier environmental engineering services that are tailored to our clients' needs at competitive prices. We genuinely enjoy working together and love what we do. We have grown into a team of 20 including hydrogeologists, engineers, project scientists, technicians and professional support staff. Our offices are located in Victoria, Burnaby and Abbotsford, and we look forward to further growth over the coming months and years.

Active Earth offers a competitive vacation pay policy, an extended medical and dental benefits plan, and an industry-leading profit-sharing program. Interested applicants should submit a resume and cover letter to [employment@activeearth.ca](mailto:employment@activeearth.ca) by March 29<sup>th</sup>.