

We are looking for a Bookkeeper!

Job Title	Bookkeeper
Location	Sheet Harbour Sexual Health Centre
Hours	10 Hours per month, \$14.00 per hour
Job Description: Primary Duties & Responsibilities	<ul style="list-style-type: none">• Maintain an accurate record of financial transactions• Calculate and prepare cheques for payroll• Complete and submit tax remittance, workers compensation, and other government documents• Enter data, maintain records, create reports and financial statements• Must be comfortable working in an LGBTQ friendly, pro-choice, and confidential environment.• Some other Sexual Health Centre admin work may be required.
Qualifications	<ul style="list-style-type: none">• Proven ability to calculate, post and manage accounting figures and financial records• Previous use of SAGE would be considered an asset.• High attention to detail
Employer Name	Sheet Harbour Sexual Health Centre Association
How to Apply	Please email you Resume and Cover Letter to sheetharbourshc@hotmail.com
Deadline for Applications	Deadline for Applications November 14, 2020