

## Seeking Intermediate Bookkeeper

DMC, a progressive mid-sized firm in Prince George, is seeking a full-time client service bookkeeper to work closely with a diverse range of clients. You will work within our bookkeeping team, with client managers and partners to deliver scheduled accounting needs for our clients.

At DMC our mission is to help our clients increase their business value, to invest in and help our team grow, and to give back to our community. DMC offers team members challenging diverse work assignments, security, training and development, mentorship and coaching, flexibility and life work balance along with community involvement and provide career advancement opportunities.

### Competencies & Education

- One to Three years of applied bookkeeping experience; or transferable work experience skills
- Demonstrated competency with Excel, Simply Accounting (Sage 50) or QuickBooks, and Word
- Experience with partial or full-cycle bookkeeping, both manual and computerized (AR, AP, PR, bank reconciliations, general ledger, financial statements, WCB and government remittances)
- Proficiency in data entry
- Experience working independently and simultaneously on engagements, monitoring tasks, and deadlines
- Provides high levels of verbal and written communication

### Attributes

- Ability to work compatibility within a team environment
- Ability to work under pressure and to meet deadlines
- Willingness to work with managers and partners to ensure optimal client service
- Reliable and accountable
- Committed to highest ethical standards
- Attention to detail

Our compensation package includes a variety of benefits, gifts and perks. Your monthly compensation will be commensurate with experience and educational background. Please visit our website at [www.dmca.bc.ca](http://www.dmca.bc.ca) for more information.

**E-mail resumes to: [reception@dmca.bc.ca](mailto:reception@dmca.bc.ca)**

**Or**

**In person to the address below:**

**696 Brunswick Street, Prince George, BC, V2L 2C1**

**P. 250-564-2660 F. 250-563-3281**

**Closing Date: September 3, 2021**