



Job Description: Bookkeeper/ Office Manager (Lambeth On Location)

Purpose: The bookkeeper will be responsible for full cycle bookkeeping duties, preparation of bank reconciliations, payroll, accounts payable, accounts receivable, tax filings (HST, WSIB, T4, installments), and general office assistance as required. The Office Manager role includes all front office functions and is the point of customer and counsellor contact; providing ongoing customer service and counsellor support through problem solving, analyzing challenges, providing solutions, and completing jobs in a timely manner.

Role:

- Bookkeeper /Office Manager

Responsibility:

- Bookkeeping and Finance
- Office Organization and Administration
- Customer Service
- Counsellor support

Result:

- Highly accurate and timely bookkeeping and remittances.
- Highly organized and efficient use of information, files.
- Company is represented competently and professionally.

Minimum Qualifications and Educational Requirements:

1. Bachelor's Degree or Business Administration Diploma preferred.
2. Other Finance or Math Education will be considered as an asset.
3. Min 2-3 years bookkeeping experience.
4. Min 1-2 years office admin experience.

Skills and Responsibilities Required

- familiarity with cloud based client management systems
- proficient in Microsoft Word and Excel and accounting software
- excellent organizational and interpersonal skills
- strong ability to work with other team members
- self directed and self motivated
- Have a strong, growing faith in Jesus Christ.
- Be currently involved in a local Christian church community.
- Agree with the Statement of Faith of Christian Counselling Centre.