



VidCom Communications Ltd., a company involved in selling Audio Visual, Professional Video and Broadcast Equipment is looking to hire a [Part Time Book Keeper / Accountant](#) based out of our offices in Burnaby, BC, Canada. This part time position is substituting our full time bookkeeper / accountant who will be away on maternity leave for a period of 1-year. We offer flexibility with days and time to work. This part time position is temporary for a period of 1-year, requires approximately 20 hours of work a week and starts immediately.

Duties and Responsibilities:

- Perform full-cycle bookkeeping with minimal supervision
- Perform full accounts payable duties
- Perform full accounts receivable duties
- Perform full bi-weekly payroll duties and process monthly sales commissions
- Prepare monthly GST returns and remittances
- Prepare monthly bank account reconciliations
- Prepare monthly PST returns and remittance
- Prepare monthly payroll & commission remittance
- Liaise with vendors and customers
- Process expenses, perform general office duties & responsibilities

Key Requirements:

- Honest, Punctual, Ethical and Conscientious.
- At least 3 years of prior experience in a full-cycle bookkeeping and payroll role.
- Strong knowledge and fluent with Simply Accounting.
- Fluent with Microsoft Office (Word, Excel, Outlook) and good computer skills.
- Strong understanding of book keeping principles and best practices.
- High standard of integrity and commitment to exceptional service.
- Strong verbal and written English language skills required.
- Excellent communication and interpersonal skills.
- Self-motivated with high performance standards.
- Strong team player with 'can-do' attitude, able to meet deadlines.
- Strong attention to detail, sense of urgency and able to multi-task.

We offer the opportunity to forge an exciting and satisfying career path which is supported by a competitive salary & benefit package.

Please either email your resume to vidcom@vidcom.ca or fax your resume to [\(604\) 299-8874](tel:6042998874). No telephone calls please.