

+ Bookkeeper



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Location: Montreal, Quebec (Hybrid/Flexible)

Type: Part-time, Contract

Pay: Salary contract

+ About Hike MTL

At Hike MTL, we're changing the face of leadership outdoors by offering transformative experiences designed to empower and destigmatize BIPOC and marginalized communities. Our activities range from group excursions in nature to educational workshops on environmental conservation.

+ Role Overview

We are looking for a part-time Bookkeeper to join our dynamic team. The Bookkeeper will be responsible for maintaining our financial records, including purchases, sales, receipts, and payments. Working closely with our CEO and management team, the Bookkeeper will play a crucial role in ensuring the financial health and transparency of our operations.

+ Qualifications:

- Proven book keeping experience.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post, and manage accounting figures and financial records.
- Data entry skills along with a knack for numbers.
- Proficiency in English, Google Sheets, and Quickbooks
- Customer service orientation and negotiation skills.
- High degree of accuracy and attention to detail.
- BS degree in Finance, Accounting, or Business Administration preferred.

+ Responsibilities:

Details:

- Record day-to-day financial transactions in Quickbooks
- Process monthly payroll using quickbooks. Complete required payroll filings.
- Reconcile sales taxes, payroll taxes and bank accounts at the end of each month.
- Monitor financial transactions and reports.
- Process client invoices and review accounts receivable to ensure collection
- Process accounts payable payments.
- Work with an accountant when necessary.