



Posting date: October 13, 2024

Position Opening:
Senior Bookkeeper

Full-time, permanent position
Location: Kamloops, BC

Are you interested in *beef, ranching* or the *agriculture* sector in British Columbia?

The British Columbia Cattlemen's Association (BCCA) is seeking a detail-oriented administrative professional with bookkeeping expertise to fill the role of **Senior Bookkeeper**. To fit the BCCA team:

- *You are motivated to make a difference in the everyday lives of BC's ranchers*
- *You are skilled in maintaining excellent client relationships*
- *You pride yourself on being helpful and service-oriented*
- *You deliver outcomes that are timely and fiscally responsible*
- *You aren't easily surprised or stressed, keeping calm at all times*
- *You contribute to a positive, no drama workplace*
- *You pull for the team but still know how to get work done autonomously*
- *You have a sense of humour, not taking yourself too seriously*

And specific to this role:

- *You have completed formal training in bookkeeping*
- *You have extensive experience in bookkeeping/financial management*
- *You are detail-oriented and can work highly independently*
- *You exercise discretion and understand the importance of confidentiality*
- *You can demonstrate a proven ability to meet deadlines under pressure*
- *You have some knowledge of non-profits, including the dynamics of board governance*
- *You effectively manage competing priorities*



Bookkeeper/Administrative Coordinator

Position overview

The **Senior Bookkeeper** is a mid-level level position within the Association. This is a full-time, permanent position.

Reporting to the General Manager, the **Senior Bookkeeper** administers all financial accounts, payroll, and investments for the Association and affiliated companies.

Working closely with both the General Manager and Assistant General Manager, the key responsibilities of the **Senior Bookkeeper** include maintaining timely and accurate financial records, conducting monthly reconciliations, preparing financial reports and ensuring compliance with applicable laws and regulations. The **Senior Bookkeeper** will process payroll, including employee benefits, deductions, and tax withholdings, prepare and distribute payroll reports and coordinate extended health benefits coverage. The **Senior Bookkeeper** will liaise with external auditors and advisors, develop annual budgets and assist in the preparation of grant proposals and funding applications as required.

How to apply

The preferred application process is to forward a **resume and detailed cover letter outlining your pertinent qualities and qualifications** to Anna White [annamwhite [at] lightspeed.ca].

Please do not send applications directly to the BC Cattlemen's Association.

BCCA is committed to the principle of equal employment opportunity for all employees and to providing a safe and supportive work environment, free of discrimination and harassment. As such, all applicants are considered for employment without attention to race, colour, religion, age, sex, sexual orientation, gender identity, national origin, disability, genetic characteristics, marital or family status.

This position offers a competitive compensation and benefits package. Annual compensation range: \$55-65K

We thank all applicants for considering the BC Cattlemen's Association for employment. Please note:

- Incomplete applications will not be processed.
- Only short-listed candidates will be contacted for interviews.
- Short-listed candidates may undergo verification of their education credentials, as required.
- This is a full-time (35 hrs) in-office position.
- Office is located near Kamloops, BC

Start date: November 2024

Applications will be accepted until the position is filled.