



BOOKKEEPER – COMOX VALLEY ART GALLERY

The Comox Valley Art Gallery is seeking candidates for a position as a Bookkeeper. This is an entry level position starting at \$28/hour, based on experience and qualifications. This position is a part time position starting at 20/week.

The Comox Valley Art Gallery is a regional public art gallery run by a not-for-profit society. We present contemporary art exhibitions, promote the creation of new works, offer a variety of public engagement and education programs, and run significant arts-based community development projects. CVAG is located in downtown Courtenay, on the unceded territory of the K'ómoks First Nation.

The Bookkeeper is responsible for the maintenance of our financial records. Their primary duties include keeping track of accounts, performing bookkeeping procedures, and verifying the accuracy of financial records. This position focuses on accounts payables work, but may encompass other areas of our bookkeeping needs.

Duties include:

- calculate, prepare and record documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems;
- code, total, batch, enter, verify and reconcile transactions such as accounts payable, purchase orders, cheques, invoices, cheque requisitions, and supplier statements in a ledger or computer system;
- prepare period expense reports and cost statements;
- calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists;
- perform related clerical duties, such as maintaining filing and record systems;
- other bookkeeping duties as requested.

Ideal candidates for this position will have the following qualifications:

- a secondary school diploma and;
- completion of a certificate or college program in accounting, bookkeeping or a related field; or
- completion of one or two years (first level) in a recognized Chartered Professional Accounting (CPA) program; or
- completion of continuing education courses in bookkeeping or accounting; or
- financial or accounting clerk experience;
- a strong understanding of computers and cloud applications;
- experience with QuickBooks Online;
- the ability to use Microsoft Office and other similar desktop applications;
- solid organizational abilities;
- detail orientated.

Requirements:

- the job may take place on site at the Comox Valley Art Gallery, or as a work-from-home/onsite hybrid;
- if working in part from home, a computer with either Microsoft Windows 10 (Intel Core i3 min) and higher or Mac OS 10.15 and higher, a high-speed Internet connection (1.5Mbps or better), and either Google Chrome, Microsoft Edge or Firefox browser (recommended to have at least 8GB of RAM);
- webcam and microphone (headphones recommended);
- Canadian citizen residing in Canada.

Perks:

- paid professional development opportunities;
- in-house bookkeeping training;
- may work partly from home;
- flexible hours.

Please submit a resume and cover letter to director@comoxvalleyartgallery.com.