

BOOKKEEPER

KELOWNA, BC
\$55,000 – 70,000

ABOUT THE COMPANY

Son Creek International Transport, a family-owned business established in 1999 and based in Kelowna, specializes in providing comprehensive solutions to meet the most pressing and urgent freight needs of organizations worldwide. With decades of experience, deep industry knowledge, and a reputation for reliability, Son Creek has become a trusted partner in the international transportation sector, delivering exceptional service and tailored logistics solutions.

ABOUT THE ROLE

On behalf of our client, Son Creek International Transport we are seeking a detail-oriented and organized Bookkeeper to join their team in Kelowna, BC. The successful candidate will play a vital role in maintaining the accuracy and integrity of our financial records, ensuring compliance with regulatory requirements, and supporting our business operations through efficient financial management.

KEY RESPONSIBILITIES

- Maintain accurate financial records by recording all transactions in the accounting system.
- Perform account reconciliations to ensure the accuracy of financial statements.
- Manage accounts payable and receivable processes, including invoicing, payment tracking, and timely follow-up.
- Process payroll accurately and on time, ensuring compliance with applicable tax regulations.
- Conduct bank reconciliations to verify account balances and resolve discrepancies.
- Prepare financial reports, including profit and loss statements, balance sheets, and monthly sales comparisons.
- Process credit card pre-payments and obtain and file credit reports.
- Perform general office administration duties, including filing and maintaining organized financial records.
- Complete year-end financials and liaise with the accountant to ensure accuracy and timely submission.
- Submit government remittances (e.g., GST, payroll taxes) accurately and on time to meet compliance requirements.

SKILLS AND QUALIFICATIONS

- Diploma or certification in accounting, bookkeeping, or a related field (or equivalent experience).

- Proven experience as a bookkeeper or in a similar role, preferably in the transportation or logistics industry.
- Proficiency in accounting software (e.g., QuickBooks, Sage, or similar) and Microsoft Office Suite, especially Excel.
- Strong understanding of accounting principles and payroll processing.
- Demonstrated ability to maintain accuracy in financial records and reconciliations.
- Ability to prioritize tasks and manage multiple responsibilities effectively
- Strong verbal and written communication skills for liaising with team members, vendors, and external stakeholders.

Son Creek International Transport offers candidates the opportunity to join a trusted, family-owned business with a strong reputation for experience, knowledge, and reliability. Based in Kelowna, the company provides a collaborative and supportive work environment where employees are valued for their contributions. With a commitment to professional growth and innovation in the transportation industry, Son Creek International Transport allows team members to play a meaningful role in delivering exceptional service and building lasting relationships with clients. If you are interested in learning more about this exciting opportunity, please forward your resume to kam.ketler@mnp.ca.