



**Junior Bookkeeper
15-20 Hours per week, \$23.69/Hour**

Our Story:

Quint Development Corporation is a unique community economic development organization, focused on creating economic opportunities that help to strengthen communities and improve social conditions for Saskatoon residents. The goal is to create opportunities for affordable housing, jobs, and economic development in Saskatoon's west-side core neighbourhoods.

Job Summary:

Quint is seeking a detail oriented and highly organized Junior Bookkeeper who will play a key role in maintaining accurate financial records and ensuring the smooth functioning of our accounting processes. You will work under the supervision of the Accounts Supervisor to perform essential data entry and bookkeeping tasks to assist in financial reporting.

Responsibilities:

- Assist with the maintenance of Quickbooks Desktop, including:
 - Accounts receivable: Enter receipts and deposits, create invoices
 - Accounts payable: Enter vendor bills, issue payment cheques
 - Reconcile bank statements
 - Enter and reconcile prepaid adjustments
 - Reconcile vacation and benefits pay
- Maintain manual filing system of cheques and invoices
- Other duties as assigned

Knowledge, Skills, And Abilities Required:

- Experience with Quickbooks Pro accounting system
- Basic data entry, records maintenance skills, account balancing and reconciling skills
- Microsoft Excel skills to quantify and illustrate routine financial reports, statements, and/or projections
- Knowledge of general accounting principles
- A certificate or diploma in accounting, finance, or a relevant field is an asset but not mandatory
- Must provide current criminal record check

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates. **To apply, send your resume and a cover letter explaining why you would be a good fit by 4:00 pm Thursday May 25, 2023 to:**

Attention: Kristen Thoms
Quint Development Corporation
101-1120 20th Street West,
Saskatoon, SK S7M 0Y8
Email: Kristen@quintsaskatoon.ca

Thank you for your interest in this position. We will only contact those applicants selected for an interview.