



Bookkeeper

Forbidden Bike Company – Cumberland, BC

ABOUT FORBIDDEN BIKE COMPANY

At Forbidden Bike Company, we are proud to have a team of individuals who are passionate about riding and contributing to the mountain bike community. Forbidden was created by real mountain bikers with the simple goal of making our vision of the perfect mountain bike.

Forbidden is small, and we want to keep it that way. Our size allows us the freedom and agility to develop the products we want to, with no pressure to follow mass market trends.

POSITION OVERVIEW

Forbidden Bike Company is growing and looking to add a **Bookkeeper** to the team! Our ideal candidate will be responsible for timely and accurate processing of payments, expenditures, and maintaining the accuracy of the accounting system. Depending on the successful candidate, this position can be negotiated to have an average work schedule between **15 - 30 hours per week**.

Reporting to FBC senior management, the ideal candidate will play a key role in ensuring Forbidden's financial records are accurate and up to date to enable well-informed planning and decision making. You will be available to work during normal business hours Monday through Friday. Working at a small company, you will also have a willingness to help out in other areas of the company as required.

This position is based in Cumberland BC and the successful candidate must be able to work at the physical location of Forbidden's office.

The expected wage range for this position is \$25-28/hr.



Responsibilities include (but are not limited to):

- Overseeing full-cycle bookkeeping processes (receivables, payables, expense reconciliations) within and/or in tandem with Odoo (the existing ERP system).
- Supporting bi-weekly payroll processing and maintenance of payroll records.
- Maintain current knowledge of applicable provincial/federal tax guidelines.
- Preparing monthly, annual accounting records (as well as other records as requested).
- Filing PST and GST returns.
- Prepare and manage customer statements and records.
- Review of AP and AR invoices and administer correspondence relating to AP and AR including but not limited to unpaid invoices.
- Other accounting and administrative projects and tasks in other areas as required.

REQUIREMENTS/QUALIFICATIONS:

- Post-secondary education in accounting (certificate, diploma or degree).
- 2 years recent related experience or an equivalent combination of education, training and experience.
- Thorough knowledge of basic accounting procedures and principles.
- Experience with or ability to learn to use a manufacturing ERP system (like Odoo) to maintain accounting records and export to online accounting software.
- Accounts receivable and payable experience an asset.
- Strong analytical and problem-solving skills.
- Proficient user of online accounting software like Quickbooks Online.
- Strong communication skills (verbal and written).
- Very organized and strong time management skills, ability to manage multiple projects and support other projects as required.
- Strong knowledge of the mountain bike industry is an asset.

HOW TO APPLY

Please submit a cover letter and resume via email to:

employment@forbiddenbike.com

Applications will be received until **3pm February 9, 2024**. Only those shortlisted will be notified. We look forward to hearing from you!



Some benefits to working at Forbidden Bike Company include:

- Staff discounts on Forbidden Bike Company products including mountain bikes
- A culture of work/life balance and lots of time spent on trails
- Opportunity to enjoy Cumberland and the extensive local trail networks and great mountain biking community