



DANA'S GOLDSMITHING

EST. 1992

JOB POSITION: Bookkeeper/Office Manager

JOB DESCRIPTION:

Dana's Goldsmithing, one of Canada's leading independent Jewellery brands that focuses on custom Jewellery design, is seeking a Bookkeeper/Office Manager. This individual has education, experience, is analytical, organized and has a keen attention for detail and accuracy. The ideal candidate would manage the bookkeeping, the office, and the inventory, and most importantly integrate seamlessly into our amazing team.

QUALIFICATIONS:

- Post Secondary Degree/Diploma in Business Administration, Accounting, Finance, or relevant field.
- Sage 50, Bookkeeping and Office Administration - minimum 5 years experience
- Bondable
- Strong background in Human Resources and Payroll
- Proficient in Excel and Microsoft Office
- Ability to commute to Port Perry
- Excellent verbal and written English communication skills.

RESPONSIBILITIES:

- Manage the full cycle of bookkeeping - maintaining the company's general ledger and posting accounts payable and receivable transactions.
- Conduct monthly bank account and company credit card reconciliations.
- Manage banking activities including deposits, cash flow and reserve balances.
- Prepare monthly internal budget reports as required.
- Cooperate with an external accountant to assist with year end financials and T4 preparation.
- Prepare and carry out bi-weekly payroll for staff and issuing ROE's.
- Prepare government remittances – HST, WISB, Payroll Taxes.
- Assist in Administering Employee Contracts and Job Descriptions
- Receiving and maintaining stock merchandise into our POS System

Job Type: Part Time 20-25 hours per week

Salary: \$22.00-\$25.00 per hour

Benefits:

- On-site parking
- Store discount

Schedule:

- Position requires a minimum of one day on site – must be within commuting distance.
- Day shift
- No weekends