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# JOB POSTING

## Pelchat & Co.

#202 - 525 Borland Street, Williams Lake, BC V2G 1R9

**Company:** Pelchat & Co. We are a team of bookkeepers and accountants providing quality service solutions for business owners.

**Position:** Full-time bookkeeper (30-40 hours per week with the possibility of additional hours during peak periods. Some flexibility in hours is available.)  
This is a temporary position to fill a maternity leave.

### Experience and qualification requirements:

- ◆ Experience working with the public performing bookkeeping.
- ◆ **Strong computer bookkeeping skills.** We require all staff to use QuickBooks, Sage Accounting, Excel, Word and Outlook. Experience with Profile tax software and Caseware and Caseview accounting software is an asset.
- ◆ If selected for an interview, the applicant will be required to take a computer skills test.

**Wage rate:** Wage rate based on qualifications.

**Closing date:** December 31, 2017      **Start date:** Immediately

**Application:** Please submit a resume to Flo Pelchat:  
**email:** fpelchat@telus.net or **FAX** 250-392-3143