
Bookkeeper



MAPLE RIDGE | LANGLEY
CHARTERED PROFESSIONAL ACCOUNTANTS

EPR MAPLE RIDGE | EPR LANGLEY
22377 DEWDNEY TRUNK RD | 21542 48 AVE
MAPLE RIDGE, BC V2X 3J4 | LANGLEY, BC V3A 3M5
604-467-5561 | 604-534-1441
www.eprcpa.ca/careers



Position Overview

Status:

- Permanent, Full-Time

Office Location:

- Maple Ridge Office

Purpose of This Role:

- Assist Partners, Managers and Senior Accountants by applying technical bookkeeping knowledge in performing duties for their clients

Reports to:

- Partner
- Manager
- Senior Accountant

Desired Qualifications, Experience, and Attributes

- Minimum of 1-2 years of bookkeeping or public practice experience required
- Extensive knowledge and proficiency using Sage Simply Accounting and Intuit QuickBooks Online and desktop version.
- Extensive knowledge and experience with the preparation of Payroll, ROE's, WCB, T4 and T5018
- Extensive knowledge and experience preparing and reporting GST and PST
- Experience with the preparation of T1's for individuals and proprietors considered an asset
- Understanding of the inner workings of a variety of diverse businesses and their bookkeeping requirements considered an asset
- Strong English communication skills, both written and verbal
- Excellent organization and time management skills
- Works efficiently within a team environment

- Works well under the supervision of other team members
- Possess a positive “can do” attitude

Key Responsibilities:

- Complete and maintain bookkeeping records for firm clients
- Actively listens and ask questions related to the role to senior staff
- Double check your work to detect errors or inefficiencies prior to submission for review

Salary Range:

- Competitive

We are one of the most established accounting and business advisory firms located in the Fraser Valley. We provide a friendly, respectful and fun working environment that allow our staff to enjoy a well-balanced lifestyle while providing everyone with an opportunity for professional growth and advancement. Our comprehensive compensation and benefits package appeal most to talented career minded individuals looking to take their skillset to the next level. If you possess the required skills and feel you would be a good fit with our team, we invite you to submit your resume and cover letter directly to careers@eprcpa.ca