



Join Our Team – Bookkeeper Wanted

'Namgis Business Development Corp. (NBDC) | Full-Time | Alert Bay, BC

Are you a detail-oriented and organized financial professional looking for an exciting opportunity to contribute to a growing organization? The **'Namgis Business Development Corp. (NBDC)** is looking for an **on-site bookkeeper** to manage financial operations across multiple subsidiaries.

About the Role:

As our Bookkeeper, you will play a key role in ensuring financial stability across NBDC and its affiliated entities. You will be responsible for overseeing day-to-day bookkeeping tasks, managing budgets, processing payroll, and ensuring accurate financial reporting.

Key Responsibilities:

- Accounts payable & receivable
- Payroll processing & benefits administration
- Budget preparation, quarterly financial reporting & year-end reconciliation
- Grant management and financial reporting
- Management of subsidiary financial dashboards
- Oversight of revenue reconciliation and booking/payment systems
- Record keeping & document filing

What We're Looking For:

- **Experience:** Minimum 2-3 years in bookkeeping, accounting, or financial administration.
- **Education:** Diploma or certification in bookkeeping, accounting, or a related field preferred.
- **Skills:**
 - Strong proficiency in QuickBooks, Sage, or similar accounting software.
 - Excellent organizational and time management skills.
 - Ability to manage multiple budgets and financial reports across different subsidiaries.
 - Understanding of grant budgeting and financial tracking is an asset.
- **Other:** Must be able to work on-site in Alert Bay, BC. Some flexibility available.

Why Join Us?

- Work in a dynamic, growing organization with a strong community impact.
- Competitive salary based on experience.
- Opportunity to contribute to multiple business ventures.
- Flexible work environment with room for growth.
- Wage Range: \$55,000 – 65,000

How to Apply:

Interested candidates should submit their **resume and cover letter** to **Gaby Wickstrom - Interim CEO at gaby.wickstrom@nbdc.ca with the subject line: *Bookkeeper Application – NBDC*.

Applications will close on April 4th, 2025. Successful candidates will be notified.

Join us in building a strong financial future for NBDC and its subsidiaries!