



TELECO Job Description

Position Title: Bookkeeper

Position Reports To: Director of Operations

SUMMARY OF POSITION:

The Bookkeeper role at **TELECO** requires a detail orientated and motivated individual as they are the central person responsible for providing timely and accurate financial information to decision makers at **TELECO**.

The Bookkeeper is responsible for but not limited to maintaining financial records using various computerized accounting and CRM systems, collections, payables, payroll, government remittances, and project accounting.

KEY ACCOUNTABILITIES/ MAJOR JOB FUNCTIONS:

- Maintain financial records using various computerized accounting and CRM systems to prepare timely and accurate financial statements, budgets, and ad-hoc reports.
- Report accounts receivable monthly to management, issue customer statements, and communicate with customers to effectively collect outstanding balances
- Commission reconciliation between Tbaytel and our POS software
- Accounts payable management including: ensuring invoices are authorized, data entry, and preparing payments by either cheques or EFT
- Payroll processing including but not limited to: commission calculations, issuing records of employment, reporting and payment of payroll remittances, WSIB, and EHT.
- Responsible for reporting and payment of HST
- Manage deposits and complete bank reconciliations
- Involvement in the initial setup (with professional guidance) of new accounting software that integrates with our CRM systems
- Respond to telephone and email contact in a timely and professional manner
- Maintain positive co-worker and customer relationships
- Ensure the strict confidentiality and privacy of all information as it relates to **TELECO** and its stakeholders
- Provide back-up to the Service Coordinator as needed
- Work safely and not take safety risks
- Report unsafe conditions
- Ask about any concerns regarding health and safety



QUALIFICATIONS/REQUIREMENTS:

- Trustworthy and dependable
- Excellent interpersonal skills including communication and listening skills
- Strong work ethic and positive team attitude
- Excellent time management skills
- Willingness to learn and to grow with **TELECO**
- Two or more years of bookkeeping experience in a computerized setting
- Solid knowledge of Microsoft Office suite
- Post-secondary degree or diploma in Accounting

CORE COMPETENCIES:

- Customer-focused
- Team-oriented
- Problem solver
- Organized
- Strong communicator
- Committed

I, _____, have read and understood what is expected of me.

New Hire's Signature

Date

Direct Manager's Signature

Date