



Bookkeeper | Junior Accountant

The Granby Group of Companies, featuring Bridge Electric Corp and Goodwin Industrial Electric Ltd, are looking for assistance in the accounting department. The work will cover a variety of accounting functions focusing largely on data entry. The ideal candidate will take pride in their accuracy, be a reliable member of the team, and will have accounting or bookkeeping experience.

Primary Duties & Responsibilities:

- Accounts payable invoice entry
- Assist with accounts payable 2% 10 payments, month end cheques, and manual cheques
- Assist with bi-weekly payroll and employee record management
- Maintain accounts payable and receivable filing
- Reconcile and post credit card and gas card expenses
- Daily banking transfers, drive locally for banking, and enter deposits
- Assist with reception relief coverage

Qualifications:

- Experience with bookkeeping level accounting (2-3 years)
- Strong computer skills, including MS Office, especially Excel
- Driver's license and ability to travel locally
- Fluent in written and spoken English
- Be a Canadian citizen, permanent resident, or hold a valid work permit

This is a full-time, permanent position, with hours from 8:30am to 5pm, Monday to Friday. You will receive a progressive salary, commensurate with your skills and experience. We offer a benefits package, RRSP top up program, and profit sharing that increases based on years of service.

How to Apply

Send your resume and cover letter (optional) to bookkeeper@bridgeelectric.com.

Please include in your application the best times to be contacted by phone.

We thank everyone for their submissions and will contact those we would like to discuss the position with further. Thank you for your interest in the Granby Group.