

July 31, 2024

Job Title: Bookkeeper / Office Administrator
Company: Critical Discoveries
Location: Hybrid Office/Remote
Position Type: Casual (3-16hrs/week)
Wage: \$20-30 per hour

About Critical Discoveries:

At Critical Discoveries, we are known for our distinctive and cooperative approach to every project we engage in, comprising a team of industry experts with a demonstrated history of success in mining operations, as well as greenfield and brownfield exploration. Our offices primary operations are based out of in Winnipeg, Manitoba.

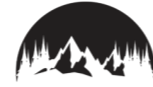
Forging strategic alliances with renowned exploration and drilling service providers is fundamental to our success, creating synergies that provide a distinctive advantage by consolidating all these services under a single management team. Furthermore, our profound geological proficiency enables us to extend our expert guidance to your projects, ensuring our clients benefit from an unparalleled geological advantage.

Position Overview:

Critical Discoveries is seeking an enthusiastic and motivated individual to join our team as a casual Bookkeeper. As our Bookkeeper, you will be responsible for recording and maintaining a business' financial transactions, such as purchases, expenses, sales revenue, invoices, and payments. You will work alongside our administrative and field team to track project expenses and manage finances related to day-to-day crew operations.

Job Requirements:

- Utilize QuickBooks accounting software to perform basic accounting functions
- Oversee all day-to-day bookkeeping responsibilities
- Ensure accuracy of monthly financial statements including accurate recording and processing of deposits, payments, invoices receipts and other necessary journal entries
- Perform accounts payable duties including preparing and sending payments in a timely matter
- Process accurate and timely payroll, ensure employee files and records are updated
- Submit financial reports and reconcile monthly reports for company projects
- Oversee general ledgers for all financial transactions of the organization
- Assist in recordkeeping and documentation as needed
- Oversee payroll tax deadlines and ensure regulatory filing requirements are met
- Perform or assist with miscellaneous administrative tasks as needed



CRITICAL DISCOVERIES

Qualifications:

- Completed bookkeeping course or a relevant post-secondary program, or equivalent experience in bookkeeping (2+ yrs preferred)
- Proficient experience with QuickBooks and Plooto accounting software
- Ability to work and communicate effectively in an independent remote setting
- Strong organizational and time management skills and attention to detail.
- Willingness be available to work flexible hours, including weekends and holidays, as required
- Computer literacy in Microsoft Office
- Experience in mineral exploration industry or similar service industry an asset.

Application Instructions:

To apply, please submit a resume and a brief cover letter outlining your interest in the position and relevant experience. Additionally, include contact information for at least two references who can speak to your qualifications and suitability for the role. Applications should be sent to info@criticaldiscoveries.ca with the subject line "Bookkeeper Application - [Your Name]".

Application Deadline:

Applications will be reviewed on a rolling basis until positions is filled. Early applications are encouraged.

Join Critical Discoveries and embark on a rewarding journey to work with a passionate team and learn more about our exciting projects!

