



## **SENIOR BOOKKEEPER (SURREY, BC) \$54,000**

On behalf of our client, Garcha Bros, we are searching for a Senior Bookkeeper to manage all aspects of accounting for their team Garcha Meat Bros specialize in offering the highest quality raw, marinated and cooked meat products along with vegetarian items. In business for more than 25 years, Garcha Meats has been providing great-tasting products with a friendly smile across Canada. They pride themselves on only offering high-quality meats and vegetation products using premium ingredients and the highest quality control in the food industry. A growing company with locations spread across BC, AB, MB, and ON, they have exciting rapid growth plans for the future.

The Senior Bookkeeper is a newly created role within the organization and will report directly to the CFO. Supporting the CFO with all aspects of accounting, this role enables the business to continue to grow. The ideal candidate will be passionate about Business who thrives in a fast-paced, goal-oriented atmosphere. You will be the right fit if you are happy to be a Brand Ambassador and have an entrepreneurial eye.

### **Key Responsibilities:**

The primary function of this role is supporting the CFO with a variety of accounting tasks:

- Your scheduling skills will help to ensure we live up to our customer promise
- You will have a sharp eye to do cost analysis
- You will be a keen detective to work through IT issues
- You can prepare payroll timesheets for 3rd party processing
- You consider yourself to be a key member within the customer care team
- You know what is happening with your team
- You have a keen eye for numbers
- You have a passion to understand the business
- You have a keen eye for symptoms, which may indicate the business is off track and provide solutions
- You have a proven track record to keep the leadership informed of risks and opportunities
- You have a good understanding of full-cycle accounting including payroll
- You have a proven track record of closing month-end and year-end in a timely fashion
- You are aware of key customer opportunities
- You are always ready, willing and able to help when a team member is down, or there is a lineup of customers waiting for service
- You are eager to maintain a vigilant watch over customers awaiting assistance
- You have a knack for identifying, informing and providing solutions for operational opportunities
- You will flex your knowledge muscles about our products and services to ensure customer satisfaction

- You'll happily thank customers for their business and be a brand ambassador for Garcha Bros

### **Required Experiences & Competencies:**

- You have experience working in Canada, specific to accounting
- Passionate about customer experience and understands how interacting with the customer a direct impact has on how customers feel about Garcha Bros
- Loves change and is easily adaptable
- Fun to work with because you love business and understand the importance of loyalty, trust, listening, self-confidence and setting goals to better yourself and the world around you
- Can manage multi-faceted work efficiently, with confidence and competence
- Above average attention to details
- Takes ownership of their actions
- Strives to improve efficiency through repetition
- Independent problem solver
- A desire to win and be part of a winning team
- Excellent organization skills
- Positive and energetic personality

You will fit in well if you:

- Have a desire to learn about the business as it is today and future expectations for the business
- Are experienced in giving customers a first class experience over the phone
- Have scheduling experience and attention to detail
- Swift at surfing the internet
- Bookkeeping knowledge and experience with Quick Books
- Exemplify exceptional communication skills to read people
- Demonstrated leadership both at a personal and professional level, which makes you stand above the crowd when the opportunity presents itself to move to your next role at Garcha Bros
- Have a track record of executing tasks with a high level of accuracy
- Are experienced in working within a fast-paced and entrepreneurial environment
- Have demonstrated an ability to build trust, engagement and confidence with team members
- Have basic computer skills (Microsoft Word, Excel, etc...) will also come into good use

Interested in accounting and business? This role will appeal to an experienced accountant looking to join an exciting, fast-growing company. You might be working in an accounting department and looking to make more of an impact, or you might be in a managerial role in retail looking to move into an accounting role. Regardless of your background, we welcome your application if you enjoy being face-to-face and want to be in an energetic office environment in Surrey. If you feel you have the demonstrated background and are interested in learning more about this opportunity, please forward your resume to [laise.sato@clearchoicehr.ca](mailto:laise.sato@clearchoicehr.ca)