LivingWorks is seeking a

**Bookkeeper**

**Location:** Suite #500, 151 Canada Olympic Road SW, Calgary Alberta

**About LivingWorks**

For nearly four decades, we’ve wondered: how can we make the world a better place? At LivingWorks, that comes in the form of saving lives from suicide. We make it possible with innovative, evidence-based training that can empower anyone to recognize someone’s distress and take action to keep them safe. Everyone has a role to play, and we have a training program for every role.

The Bookkeeper records and maintains LivingWorks’ financial transactions with consistency and accuracy. The excellent work of the Bookkeeper produces accurate and timely information that supports the best business decisions in an increasingly complex world.

**Key Responsibilities**

1. Accounting for revenue (AR):
	* Invoicing
	* Deposits
	* Collections
	* Reconciliations
	* Maintaining proper allocations in the GL
2. Accounting for expenses and capital purchases (AP):
	* Entering POs and bills
	* Making payments
	* Maintaining proper allocations in the GL

**Qualifications and Experience**

* Minimum five (5) years of experience.
* Proficient with QuickBooks Desktop Enterprise and Excel

**Qualifications and Experience**

* Driven to provide excellent customer service to:
	+ Internal Stakeholders
	+ Vendors and Customers
* Takes a proactive, detailed approach to bookkeeping with curiosity about the ‘how’ and the ‘why’ and not satisfied with simply the rote procedure.