



Administrative Team Career Opportunity

Senior Bookkeeper

Part-time (10 - 20 hrs / week), permanent

Salary: \$35 - \$40 / hour

Company Background

Integral Ecology Group (IEG) is a small employee-owned company committed to improving the ecological, cultural, and social wellbeing of people and the planet. We are a group of highly educated and experienced professionals who work across a variety of technical disciplines at the interface between humans and their environments. We apply innovative solutions and support for effective land-use management, culture and ecosystem assessment, reclamation, assessment and management of cumulative effects, and environmental governance. IEG believes that with energy, determination, creativity, and commitment, we can make a positive difference in our communities and ecosystems impacted by natural resource development.

The successful candidate will be part of the Administrative Team, which manages all financial and administrative aspects of company operations. IEG has offices in Duncan and Victoria, British Columbia, with the majority of the team located in Vancouver and on Vancouver Island, although most employees work remotely. Information about some of the types of projects we work on can be found on our website: www.integralecologygroup.com.

Position Description

This position will consist of supporting the Chief Financial Officer (CFO), supervising bookkeeping staff and supporting the overall bookkeeping process. The successful candidate will oversee and provide quality assurance and quality control for work completed by the bookkeeping staff and assist with month-end adjustments and accruals, project costing, and budget tracking. Support to the overall bookkeeping process will include entering transactions into Quickbooks Online and summarizing data. When the CFO or bookkeepers are on holidays or workload is unusually high, the successful candidate will provide support and / or act as a proxy for their position.

Minimum Qualifications

Applicants should have:

- experience working in a variety of small business environments in an accounting capacity;
- experience with year-end compilations, monthly accruals and adjustments, accrual-basis accounting, and reconciliations;
- a full understanding of accounting principles and financial statements;
- strong organizational, interpersonal, verbal and written communication skills;
- proficiency in QuickBooks Online and Excel; and
- job costing and budgeting experience.

Required Skills

The successful candidate will also:

- be a conscientious, self-motivated team player;
- be hardworking, fun, flexible, organized, and a self-starter with a positive attitude;
- demonstrate the ability to work with minimal supervision and as part of a team; and
- be willing and able to balance multiple job requirements while achieving high levels of excellence.
- Preference will be given to applicants with experience managing employees and working directly with accountants.

Benefits

Benefits available to permanent part-time (minimum of 20 hours per week) employees include:

- annual profit-share program;
- employee share ownership plan;
- 5% RRSP matching program;
- salary within or above the industry standard range;
- mobile phone and monthly plan;
- laptop;
- four weeks' annual leave and one week of company holidays from December 24th to 31st;
- seven personal business days per year for any reason related to sick leave (for the employee or family members), family emergencies, medical or other personal appointments, mental health days, birthdays/anniversaries, volunteer time, menstrual leave, etc.;
- comprehensive health and dental benefits;

- parental leave matching employment insurance benefits for up to 1.5 years;
- wellness benefit of \$500/year for wellness activities and resources (e.g., fitness memberships, equipment, meal plans, etc.);
- professional development support and funding;
- a flexible work environment including working from home, flexible work hours, and time off for religious, spiritual, and/or cultural days; and
- a fun work environment with a team that enjoys getting together for meetings, company retreats and social activities.

To Apply

Please attach a resume, names and contact information for two professional references, and a cover letter detailing qualifications and research interests to jobs@iegconsulting.com. Please ensure that the job title, "Senior Bookkeeper", is noted in the subject line of the email. Please mention in your email which job board you are applying from. Please do not contact us by phone.

Applications will be reviewed as they are received and the position will remain open until a suitable candidate is found. We thank all applicants for their interest; however, only individuals selected for an interview will be contacted.

Diversity Statement

IEG is strongly committed to diversity and employment equity. We welcome applications from Indigenous persons, racialized persons, women, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities.

Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Erika Bockstael at ebockstael@iegconsulting.com.

As a company that continues to serve and support Indigenous communities through our work, we seek applications from First Nation, Métis and Inuit candidates. Indigenous applicants selected for an interview are welcome to communicate their interest in having a family member or Elder present for their interview.