

The Kelowna Museum Society, has an opening for a Bookkeeper to work part time, 21 hours a week. Reporting to the Finance and Operations Manager, the Bookkeeper will be responsible to assist with the day to day financial operations by performing full cycle bookkeeping including: bank and other reconciliations, journal entries, accurate and timely preparation of invoices, payables, receivables, assisting with payroll and benefits administration, and other accounting related functions as required.

Ideal qualifications include:

- Minimum 3 - 5 years full cycle bookkeeping experience;
- Excellent proficiency with Microsoft office and Simply Accounting;
- Excellent communication skills and problem-solving abilities;
- Experience in a not-for-profit organization is beneficial but not required;
- Enjoy working in a collaborative team focused environment.
- Satisfactory criminal record check

**Pay Range:** Level 5 (\$25.82 per hour). This is a union position with a comprehensive benefits package.

If you would like to apply for this position, please forward your resume to [hr@kelownamuseums.ca](mailto:hr@kelownamuseums.ca) by September 16, 2022. Alternatively, you may drop off your resume at the Okanagan Heritage Museum, 470 Queensway Ave, Kelowna. We thank all applicants for their submissions; however, only those chosen for an interview will be contacted. Kelowna Museums Society is an equal opportunity employer. We encourage Indigenous people, and people from diverse backgrounds and ethno cultural communities, to apply.