



Career Opportunity

Bookkeeper/ Financial Analyst – FULL TIME

The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management), an inter-municipal organization providing solid waste-resource services for the Municipality of the County of Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville, is seeking candidates to fill the full-time position of Bookkeeper/ Financial Analyst.

The Bookkeeper/ Financial Analyst reports to the Manager of Finance and is accountable for providing financial and administrative support to the Management Team. Duties include but are not limited to:

- **Financial Duties**
 - Responsible for day to day general bookkeeping including: ensuring general ledgers and trial balances are maintained and up to date, processing accounts payable and remittances, accounts receivable & collections, bank reconciliations.
 - Ensures general bank deposits are prepared and balanced
 - Prepare monthly invoicing to customers
 - Assists the Finance Manager and other Team members with annual operating and capital budget development
 - Assists the Finance Manager with preparation for annual external finance audit
 - Maintains tonnage data spreadsheets
 - Assist Finance the Manager with maintaining records and data entry as required to support the work of other staff including but not limited to the Management Team
- **Administrative Duties**
 - Treat public courteously at all times.
 - File management.
 - Assist Management team with correspondence and reporting.
 - Answer telephone calls responding to questions from customers and the public; refer enquiries to the appropriate person/team member for resolution when needed.
- **Other Duties**
 - Assist other staff with day-to-day activities as needed
 - Assist with incoming calls to Hotline and servicing front desk
- **Become thoroughly familiar with VWRM Occupational Health and Safety Policies and Safe Work Practices, especially those pertaining to administrative activities and overall operations.**

The successful incumbent will have:

- Business Administration Diploma or Degree preferred and/or experience in finance, administration and/or municipal operations
- Completion of accredited business administration program (accounting preferred) considered to be an asset. Previous accounting experience and knowledge around preparation and understanding income statements and balance sheets also considered to be an asset
- Strong numeracy and data entry skills with a high degree of analytical thinking and attention to detail
- Exceptional computer literacy and data entry skills especially with accounting packages, the Microsoft Suite of programs and e-mail. Working knowledge of QuickBooks would be an asset.
- Good telephone manner and problem-solving skills and abilities
- Excellent people, organizational and time management skills
- Able to assimilate a wide range of information and able and willing to work in a team environment
- Willing to work overtime when required
- Valid Nova Scotia Driver's License
- Must be bondable

This is a Full-Time position including a comprehensive benefits program. Hours of work vary but typically are Monday-Friday, 8:30am – 4:30pm. Valley Waste-Resource Management offices are located at 90 Donald E. Hiltz Connector Road, Kentville, Nova Scotia. ***If this opportunity is of interest to you, please submit your written application as soon as possible. Applications will be considered until the position is filled.*** Please merge your cover letter and resume into one document. **Submissions should outline the applicant's education, past experience, training and other related qualifications that would allow the applicant to successfully perform the duties of the position.**

To Apply:

- Please demonstrate in your application how you meet the above qualifications.
- To apply for this position, please e-mail your application (cover letter/resume) to: careers@vwrn.com drop off a copy of your application in person.
- Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all of the following: references, employment verification, criminal background and education. You may be asked to demonstrate your skills using Microsoft Excel and Word.

The Authority sincerely thanks all applicants but only those selected for an interview will be notified