



Job Posting: Onsite Bookkeeper

Location: Gorge Harbour Marina Resort, Cortes Island, BC

Schedule:

- 1 day per week (flexible on the day)
- Additional 1 day required at month-end

Are you a detail-oriented professional passionate about numbers and organization? The Gorge Harbour Marina Resort is seeking a skilled and dependable **Onsite Bookkeeper** to manage our financial operations. This part-time role offers flexibility and the chance to work in a breathtaking marina environment.

Key Responsibilities:

- Reconcile and count daily sales records, ensuring accuracy.
- Verify, organize, and input invoices into QuickBooks.
- Prepare and distribute cash floats for departments.
- Export, review, and forward payroll data to our CPA.
- Investigate and resolve financial discrepancies.
- Perform general bookkeeping tasks to maintain accurate and up-to-date financial records.

Qualifications:

- Proven experience in bookkeeping or accounting.
- Proficiency in QuickBooks and Microsoft Office, especially Excel.
- Strong analytical and problem-solving skills.
- High attention to detail and accuracy.
- Ability to work independently while maintaining confidentiality.
- Exceptional organizational and time-management skills.

What We Offer:

- **Flexible Schedule:** Choose the day of work (1 day per week, plus 1 extra day at month-end).
- **Competitive Compensation:** Based on experience.
- **Inspiring Workplace:** Work in a beautiful marina setting surrounded by nature.
- **Supportive Team Environment:** Be part of a welcoming and collaborative team.

If you're a dedicated and skilled bookkeeper looking for a flexible part-time role, we'd love to hear from you!

How to Apply:

Send your resume and a brief cover letter highlighting your relevant experience to manager@gorgeharbour.com. Applications are reviewed on a rolling basis until the position is filled.



QATHEN XWEGUS
MANAGEMENT CORPORATION