

LEPP FARM MARKET



Better when shared.

leppfarmmarket.com
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33955 Clayburn Rd.
Abbotsford, BC

Lepp Farm Market is a growing, multi-faceted business with new and exciting challenges.

We are currently recruiting for an enthusiastic individual ready to take on new challenges daily, to fulfill a role of *Full Cycle Bookkeeper*. This position is responsible for multiple companies associated with the operations of Lepp Farm Market.

The right individual must be flexible, open minded and mature, willing to jump in and share in the overall office management of tasks while living out Lepp Farm Market's Core Values.

Our Performance Expectations

- Management and full processing of all accounts payable, accounts receivable, including cheque runs and reconciliation of the general ledger accounts
- Completing journal entries
- Maintaining the general ledger accounts
- Completing bank reconciliations
- Performing monthly, quarterly, yearly GST returns
- Processing payrolls and prepare bi-monthly payroll remittance using ADP for 60+ employees
- Creating supporting documents for year end closing including trial balance, balance sheet, preparation of financial statements, and working papers to support selected accounts

Lepp Farm Market Core Values

- Fanatical Day Makers
- Win As a Team
- Respect for All
- Work Passionately

Successful Candidates

- 3-5 years experience with full cycle bookkeeping is an asset
- Post Secondary Bookkeeping Certification or similar qualification
- Excellent Proficiency with Sage 50 software
- Proficiency with MS Word and Excel
- A flexible attitude and ability to jump into administrative tasks
- Superb communication skills and polished vocabulary
- High attention to accuracy and detail, with strong interpersonal skills and the ability to work successfully with a variety of personalities

Our Offer

- A full time, permanent position
- An environment that is energetic, fast-paced and enjoyable while maintaining a high degree of professionalism and focus on success.
- A company with a strong, local reputation
- An excellent salary and benefit program

How to Apply

Please submit your resume and cover letter, including salary expectations, to jobs@leppfarmmarket.com. While we appreciate all job applications, please note that only those selected for an interview will be contacted.
