

Hiring –Book Keeper

Posted: December 11, 2018

Do you have a passion for finance and also believe in the importance of having fun in your work? Are you looking for a meaningful work environment where you can be a key member of the team providing financial support services internally to staff and externally to our clients? If so, your values are a match with ours and this might be the job for you!

Shared Value Solutions (SVS) is seeking a full-time Book Keeper experienced at working in a fast-paced environment. We are looking for a self-starter who is service-minded, is excited about working in a complex environment, can problem solve, communicate effectively, has great attention to detail and work in a dynamic team setting.

In the spirit of reconciliation and diversity, we are committed to increasing our number of Indigenous employees. Please let us know in your application if you are First Nations, Metis or Inuit.

SVS's office is located in Guelph, Ontario, Canada.

Salary and benefits are competitive and negotiable.

	Financial Coordinator
Responsibilities	<ul style="list-style-type: none"> • Perform a variety of basic accounting tasks in accordance with internal procedures • Accounts payable support such as processing payment of invoices, scheduling and preparing disbursements, and obtaining authorization of payments • Accounts receivable support such as preparing and mailing invoices and contacting clients to help resolve payment issues • Billing and collections follow-up phone calls • Financial Reporting such as compiling segments of monthly closings and annual reports • Use of Ajera financial management software and Microsoft Excel • Respond to customer inquiries, maintain good client relations and solve problems • Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying • Maintain all accounting ledgers by posting account transactions • Identify and resolve any accounting discrepancies • Maintain financial historical records by filing accounting documents • Maintain cash receipts journals • Have the Team's Back through communicating and working effectively with other team members to help ensure SVS's financial well-being • Other duties as assigned
Qualifications	<ul style="list-style-type: none"> • University Degree or College Diploma in finance/business administration or related field

	<ul style="list-style-type: none">• 1-3 years of professional experience in Financial Coordination role or equivalent• High commitment to client satisfaction and doing good work• Previous accounts receivable and accounts payable experience• Excellent organizational skills and incredible attention to detail• Proven ability to think strategically and look for and suggest innovations• Extensive Microsoft Excel skills are a must• Experience using accounting software such as QuickBooks, Ajera, or Sage• Strong attention to detail and ability to problem solve• Strong data entry skills• Ability to work effectively within a team environment• Strong verbal and written communication skills <p>Asset qualifications include: Experience working in an environmental consulting company, working with Indigenous communities, marketing background</p> <p><i>Think you have other qualifications that we'd be interested in? Let us know!</i></p>
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Contact

Please send your resume via email to:

Erin Knight, HR Manager

HR@sharedvaluesolutions.com

Timeline

We will continue to accept applications until we find the right candidate.

About Shared Value Solutions

SVS is a growing consulting firm whose core business is in regulatory and Environmental Assessment support and strategy; oral history, land use and occupancy and archaeology studies; Aboriginal and private sector business partnerships; and community consultation and engagement.

We assist Indigenous and non-Indigenous communities and private sector companies in coming together to create shared value for all parties involved.

Our mission is to “have fun, make money, do good, and do good work”.

For more information: www.sharedvaluesolutions.com and www.facebook.com/SharedValueSolutions.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.