

Job Posting: Onsite Bookkeeper at Gorge Harbour Marina Resort

Are you a detail-oriented professional with a passion for numbers and organization? The Gorge Harbour Marina Resort is seeking a **Bookkeeper** to join our team. This is a part-time, onsite role offering flexibility and a chance to work in a stunning marina setting.

Position Details:

- **Location:** Gorge Harbour Marina Resort, Cortes Island, BC
- **Schedule:** 1 day per week (flexible on the day) with an additional day required at month-end.

Key Responsibilities:

- Count and reconcile daily sales records to ensure accuracy.
- Verify, organize, and input invoices into QuickBooks.
- Create and distribute cash floats for various departments.
- Export, review, and forward payroll data to our CPA.
- Investigate and resolve any financial discrepancies.
- Assist with general bookkeeping tasks to maintain accurate financial records.

Qualifications:

- Previous 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 and maintain confidentiality.
- Strong organizational and time-management skills.

What We Offer:

- Flexible schedule with a supportive and welcoming team.
- Competitive compensation based on experience.
- A unique opportunity to work in a picturesque marina environment.

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: Please send your resume and a brief cover letter highlighting your relevant experience to manager@gorgeharbour.com. Applications will be reviewed on a rolling basis until the position is filled.

Join us at Gorge Harbour Marina Resort and be part of a team that keeps our operations running smoothly!