

# CAREER OPPORTUNITY - SOURIS

## BOOKKEEPER

MRSB is a leading professional services firm providing multi-divisional services to a diverse client base. Our Souris office is seeking an experienced **Bookkeeper** to join our dynamic team. This opportunity offers Part-time hours, with the potential for full-time within one to two years, and a wage range of \$19.00 - \$24.50 per hour, dependent on experience.

Primary responsibilities:

- Maintaining records of financial transactions of the clients;
- Preparing daily/monthly reports;
- Maintaining general ledger, reconciling banks, credit cards, inventory, AP/AR and payroll;
- Government remittances.

The ideal candidate will offer:

- Strong understanding of generally accepted accounting and bookkeeping principles and practices;
- Understanding and proficiency related to accounting programs such as Sage 50, QuickBooks Online and Microsoft Office products;
- Excellent time-management, organizational, communication and analytical skills;
- The ability to work well in a team environment as well as independently;
- A minimum of five (5) years of related work experience;
- A valid driver's license as some travel to client sites across PEI will be required.

## WHY WORK FOR MRSB?

MRSB is a progressive, forwarding thinking professional services firm with offices in Charlottetown, Summerside, Mill River and Souris. We continually strive for excellence and pride ourselves on delivering high quality services to exceed our client's expectations.

We offer a flexible work environment, benefits package and opportunities for career development and learning through an inclusive work culture. We love the communities in which we live and do business and encourage our team to give back and get involved in MRSB events throughout the year.

If you are interested in joining the MRSB team, we would love to hear from you. Please e-mail your resume with subject heading, "Bookkeeper" to [careers@mrsbgroup.com](mailto:careers@mrsbgroup.com).

We thank all candidates for their interest; however, only those selected for interview will be contacted.

The logo for MRSB, consisting of the letters M, R, S, and B in a large, blue, serif font, with vertical bars separating each letter.