

**Title:** *Bookkeeper*

**Company:** *Whitewater Brewing Company*

**Location:** *Cobden, ON*

**Status:** *Full-time 12 month contract- Maternity coverage*

**Company Profile:**

Whitewater Brewing Company was founded by three good friends on the banks of the Mighty Ottawa River. Since our inception, our goals as an organisation have been to craft high-quality products and effect positive change in our community, for our environment and employees. Sustainability is at the core of our business. Our Lakeside Brewery and Brew Pub use renewable energy to brew beer, make meals, and even, turn on the lights through our partnership with Bullfrog Power. We are committed to supporting our employees and the community at large. Fair wages, a casual work environment, a dedication to positive change, and a team-first attitude are some of the benefits of working for Whitewater Brewing Co.

**Job Description:**

The Bookkeeper is responsible for the company's financial plans and policies, its accounting practices, the maintenance of its fiscal records, and the preparation of financial reports including monthly bank reconciliations. This position involves supervision over general accounting, property accounting, internal auditing, cost accounting, and budgetary controls.

**Qualifications:**

- Relevant experience in finance or related field required
- 4+ years of experience in financial management
- Experience in accounting an asset
- Excellent computer skills
- Excellent communication skills both verbal and written
- General understanding of computerized accounting systems
- Excellent working knowledge of MS Word, Quick-books and Excel
- Accuracy and attention to detail while working under tight deadlines
- Assertive, comfortable communicating with various types of individuals
- Good interpersonal and customer service skills
- Billing experience is an asset
- Good team player
- Able to build and maintain lasting relationships with corporate departments and key business partners
- Ability to follow through and complete overlapping projects
- Good organizational, time management and prioritizing skills
- Strong problem identification and problem resolution skills

- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Ability to interpret and implement company policies and procedures
- Good organizational, time management and prioritizing skills
- Effective communication skills with individuals at all levels of the organization

**Working Conditions:**

- Travel may be required
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required

**Work Hours**

- 8-hour shift
- 8:30 am-4:30 pm
- Monday to Friday

If you are interested in this opportunity, please forward your resume/fill in application to [jobs@whitewaterbeer.ca](mailto:jobs@whitewaterbeer.ca)

Whitewater Brewing Company would like to thank all applicants, however only those who qualify for an interview will be contacted.

Whitewater Brewing Company is an equal opportunity employer.

Whitewater Brewing Company welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.