



**Position:** Part-Time Bookkeeper

**Location:** Humboldt, SK

**Hours:** Part-time, 3-8 hours per week, with a flexible schedule

**Compensation:** Salaried, commensurate with experience

## Role Summary

The Humboldt Broncos are seeking a reliable and detail-oriented Part-Time Bookkeeper to manage day-to-day financial transactions and maintain accurate, up-to-date financial records. The successful candidate will have hands-on experience with QuickBooks, payment processing, invoicing, and routine bookkeeping activities. This role is well suited to a self-motivated professional who can work independently, maintain organized records, and support month-end close processes.

## Key Responsibilities

- Maintain accurate bookkeeping records in QuickBooks, including data entry and chart of accounts upkeep.
- Process accounts receivable, including creating and sending invoices and following up on past-due accounts.
- Manage accounts payable by entering bills, scheduling payments, and processing approved payments.
- Complete regular bank and credit card reconciliations.
- Prepare month-end reports and assist with month-end close activities.
- Maintain documentation for audits and tax preparation, including organizing receipts and supporting records.

## Required Qualifications

- Minimum of two years of bookkeeping experience, or an equivalent combination of education and experience.
- Demonstrated experience using **QuickBooks Online** or **QuickBooks Desktop**.
- Strong understanding of **invoicing** and **payment processing** workflows.
- Experience with **bank reconciliations**, accounts payable, accounts receivable, and basic financial reporting.
- Excellent attention to detail and strong organizational skills.
- Strong written and verbal communication skills.
- Ability to work independently, manage priorities, and meet deadlines.

**Email resume and cover letter to: [hbrncos@sasktel.net](mailto:hbrncos@sasktel.net)**