



APAS Bookkeeper

The Agricultural Producers Association of Saskatchewan (APAS) is looking for a Bookkeeper to join our team.

This position will have primary responsibility for the organization's financial operations and maintenance of our central filing system.

Duties

- ▶ Preparation of invoices, deposits, cheques, and electronic payments.
- ▶ Preparation of payroll, plus government remittances and filings.
- ▶ Maintenance of accounts, financial records, and audit preparation.
- ▶ Assist with preparing internal annual/quarterly/monthly budgets and financial reports.
- ▶ Maintenance of APAS's central filing system.
- ▶ Other administrative duties as required.

Qualifications

The successful candidate will have the following qualifications:

- ▶ Post-secondary training in accounting or finance, plus relevant experience.
- ▶ Familiarity with QuickBooks and Office 365 software.
- ▶ A highly motivated, results-oriented individual with the ability to work both independently and collaboratively with the APAS team.

APAS provides a competitive salary and employment benefits package.

Apply to APAS General Manager, Duane Haave, with cover letter, resume, and references to admin@apas.ca. Applications must be received by September 24, 2021.