

## Position Description: Bookkeeper

**Are you proactive, results-oriented, with demonstrated communication skills and a passion for learning?** If so, a position at MEDUCOM is right for you!

### What can you expect from MEDUCOM?

- An enthusiastic and dynamic culture, with flexibility that supports work-life balance
- Empowerment to be a decision-maker, and make a significant impact within a nimble organization
- A commitment to mentorship that fosters professional development and career growth
- Competitive compensation, health benefits, deferred profit sharing, wellness reimbursement, flexible paid time off beyond vacation and statutory holidays

MEDUCOM is a full-service, integrated healthcare communications agency, which conceptualizes and delivers pharmaceutical marketing, medical advertising and healthcare education services. MEDUCOM has established a leadership position in Canada as strategic consultants and communication strategists who excel at delivering quality programs and services valued by leading pharmaceutical companies and physicians across Canada.

### Job Description

As a **Bookkeeper** at MEDUCOM, you will be an integral part of a multidisciplinary team and will report to the Finance Director. you will be an integral part of a multidisciplinary team focused on developing and delivering communication programs of the highest quality. You will be continuously challenged to expand your skills and knowledge in a wide variety of areas. Managing the day-to-day accounting cycle and internal office needs will be your top priority. The successful candidate for this position will have the motivation, 'can-do' attitude, possess the ability to maintain a momentum in the face of challenges, work well under pressure, be proactive and results oriented resulting in wins for the organization.

### Primary Accountabilities

- Support the Finance Director with various tasks such as; financial statement preparation, audit, full cycle A/P & A/R, bank and credit card reconciliations, journal entries, payroll and month-end close
- Support world class strategic and financial planning methods, build long-range operating plans to support business imperatives
- Assist with operationalizing and cultivating a more data-driven planning process and improved monthly and quarterly reporting while offering strategic insights for better business management optimization.

### Essential Skills & Qualifications

- University degree in accounting, business or a related field (post graduate degree is an asset)
- 2+ years of accounting experience in a business setting
- 1+ years of Quickbooks Pro experience
- Previous experience with RBC Express and Telpay an asset (minimum 1 year payroll experience)
- Excellent Microsoft Word, Excel and PowerPoint skills
- Polished oral and written communication skills that allow you to relate easily to a wide variety of individuals
- Ability to prioritize workload and thrive in a fast-paced environment
- CPA (or working towards) an asset
- Bilingualism in English and French is an asset

To learn more about MEDUCOM, please visit [www.meducom.ca](http://www.meducom.ca). If you possess the above qualifications, and can demonstrate a proven track record of success, leadership and commitment to excellence, please submit your cover letter and resume to [info@meducom.ca](mailto:info@meducom.ca). *Only those selected for an interview will be contacted.*