



**Harrop-Procter  
Community  
Co-operative**

730 Ogilvie Rd, Nelson, B.C.

V1L 6P9  
(250) 229-2271

[www.hpcommunityforest.org](http://www.hpcommunityforest.org)

## **Job Opportunity - Bookkeeper**

**The Harrop Procter Community Cooperative currently has a job opportunity for the part time position of Bookkeeper.**

Work can be organized flexibly – and is approximately 2 days per week.

The Co-operative currently employs more than a dozen people. Staff of the HPCC are provided with a competitive wage and benefit package, working with one of the leading community forest organizations in BC.

HPCC is seeking a part-time bookkeeper, approximately two days/week. They are responsible for overseeing HPCC financial information and compliance with financial policies and procedures by maintaining accurate books on accounts payable and receivable, payroll, weekly financial entries, and reconciliations using Sage software. Performs other accounting tasks such as monthly financial reporting to the Board of Directors, as well as GST, PST, and payroll remittances – and aids with HR duties such as new hire documents and workers' compensation filings.

It requires someone with training and experience in bookkeeping/accounting - skills to flexibly self-manage their workload and the ability to work collaboratively with volunteers, staff, and management.

For more information, please contact Marie Chanton at 250 505-6898. To apply, please forward a resume with a brief cover letter to [coordinator@hpcommunityforest.org](mailto:coordinator@hpcommunityforest.org)