



LivingWorks is seeking an

Bookkeeper

Full-Time, In-Office Role in Calgary, AB

About LivingWorks

For four decades, we've wondered: how can we make the world a better place? At LivingWorks, that comes in the form of saving lives from suicide. We make it possible with innovative, evidence-based training that can empower anyone to recognize someone's distress and take action to keep them safe. Everyone has a role to play, and we have a training program for every role.

We've grown a lot over the past four decades. From a small startup to a global company, we're honored to be training communities and organizations around the world. Military units, teachers, corporations, volunteers, faith communities, mental health professionals, and countless others rely on our training to save lives every day.

LivingWorks is a mission-driven, for-profit company. This means:

- We exist for our mission: to make communities everywhere safer from suicide.
- Everything we do, and how we do it, must contribute to our mission.
- Profit is an 'outcome' of what we do, not the 'why' of what we do.
- Profit ensures the sustainability of our organization to serve our mission.

About the Position

As a member of the accounting team, the Bookkeeper records and maintains LivingWorks' accounting transactions with consistency and accuracy. With a focus on Accounts Receivable and revenue recognition, the excellent work of the Bookkeeper produces accurate and timely information that supports the best business decisions.

Key Accountabilities

- 1. Accounting for revenue (AR):**
 - Generate invoices and deposits
 - Monitor and maintain proper sales tax allocations
 - Collections and account statements
 - Perform monthly account reconciliations
 - Maintain proper allocations in the general ledger
 - Investigate and resolve any irregularities
 - Assist with general accounting management and analysis.
- 2. Support Accounting for expenses and capital purchases (AP):**
 - Entering POs and bills
 - Making payments
 - Maintaining proper allocations in the GL

Education and Experience

- Minimum three to five (5) years of experience as an Accounts Receivables Specialist or Full-Cycle Bookkeeping
- Proven proficiency in Microsoft with strong Excel skills
- Proficient with QuickBooks Desktop Enterprise considered an asset



Competencies and Attributes:

- Detail oriented, accurate and able to multitask in a high-volume environment
- Driven to provide excellent customer service to:
 - Internal Stakeholders
 - Vendors and Customers
- Takes a proactive, detailed approach to bookkeeping with curiosity about the 'how' and the 'why' and not satisfied with simply the rote procedure

How to Apply:

Sound like a fit? We'd love to hear from you. In addition to working toward a life-saving mission, LivingWorks offers a competitive compensation package. The workplace for this role is **fully in-office at our Calgary location.**

Please provide your resume and cover letter detailing your qualifications to hr@livingworks.net

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