



King Sportswear – North Bay

Job Title:		Bookkeeper/Customer Service	
Department/Group:	Accounting/Shop front	Job Code/ Req#:	N/A
Location:	King Sportswear North Bay	Travel Required:	No
Level/Salary Range:	Hourly pay (40 hours per week)	Position Type:	Full-time
HR Contact:	Pat Paquette (owner)	Date Posted:	Jan. 31, 2020
Will Train Applicant(s):	Yes	Posting Expires:	Feb. 28, 2020
Applications Accepted By:			
FAX OR EMAIL: FAX – 705-472-8700 Email – ksnorthbay@kingsportswear.com		IN PERSON: King Sportswear – North Bay 745 Clarence Street North Bay ON, P1B 3V9	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>King Sportswear North Bay is looking for a motivated individual to join our team in the dual role of bookkeeper and customer service representative.</p> <p>Bookkeeper</p> <ul style="list-style-type: none"> • Organizing all expense and revenue accounts • Handling both Accounts Payable and Receivable <ul style="list-style-type: none"> ○ Ensure payables/receivables are rectified within 30 days • Handling all tax and payroll remittances <p>Customer Service</p> <ul style="list-style-type: none"> • In-person customer service (taking orders, updating customers on order status, etc...) • Answering phone calls <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> - Post-secondary education - Previous experience/knowledge of bookkeeping practices required <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> - Previous experience with Sage/Business Vision software is an asset - Previous experience/knowledge of the custom apparel industry also an asset <p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> - Business hours of operation are Monday-Friday from 9 a.m. to 5 p.m. <ul style="list-style-type: none"> ○ Employees are expected to work all hours within this timeframe (40 hours per week) 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	