

I am looking for a sidekick in this tremendously growing industry! I am a proud business owner, that provides professional and personable accounting services to our community. The office has a very laid-back and homey environment that clients are never to feel intimidated to enter. I am looking for the right candidate that will fit the needs of proficient output while still providing an enthusiastic personality. Numbers are not to be boring in this office!

Job Title: Admin/Bookkeeping

Hours: Part-Time (Monday-Thursday, 9AM-4PM).

* All the additional hours in the world available during tax season (January-April).

Wage: Will be determined by experience.

Key Responsibilities:

- Completing monthly business records
- Running payroll
- Preparation/filing of government remittances (HST, Employee Deductions, WSIB, etc.)
- Reconciling bank accounts
- Tracking account receivables
- Preparing personal income tax returns
- Offering clients educated support
- Administrative duties include the usuals:
 - Answering e-mails and phone calls in a timely manner
 - Greeting clients with a smile!
 - Organizing client documents

Requirements:

- **MUST LOVE DOGS.** Not kidding!
- College diploma or equivalent work experience. Willing to train the right individual.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) is a **MUST!**
- Knowledge of Sage Accounting a huge bonus
- Communication skills, both verbal and written. Preference to bilingual.
- Organizational and multitasking abilities, and thrive in a very fast-paced environment
- Professional manner – **CONFIDENTIALITY IS #1!**
- Ability to work independently as well as a part of a team – the dogs count as part of the team!

If you think you are a fit for this office, send your resume to mel@rr-accounting.ca
Applications will be reviewed until the right candidate is found!

