

Bookkeeper/Office Administrator - Weaving Baskets Group

Key Responsibilities:

- * Support financial operations across various portfolio companies.
- * Prepare monthly reports and assist with HST returns.
- * Aid in year-end financial reporting, including processing accounts payable/receivable, managing financial records, and preparing profit and loss statements for accountants.
- * Accurately track and reconcile expenses.
- * Ensure accurate HST filings in compliance with tax regulations.
- * Take notes during weekly finance meetings.
- * Help prepare financial statements and coordinate with external accountants for year-end reporting.
- * Process invoices, payments, and collections (Accounts Payable and Receivable).
- * Assist in preparing monthly and quarterly profit and loss statements for individual companies.
- * Demonstrate initiative and work independently.

This in-person position in Cornwall requires at least 40 hours per week. The ideal candidate will have a strong understanding of accounting principles and thrive in a fast-paced, collaborative environment.

Qualifications:

- * Experience with HST filings and year-end financial reporting.
- * Proficiency in QuickBooks Online.
- * Advanced Microsoft Office skills (Excel, Word, Outlook, Pivot Tables, financial modeling, data analysis).
- * Excellent analytical, problem-solving, and organizational abilities.
- * Proven ability to manage multiple priorities and meet deadlines.
- * Strong communication skills and attention to detail.
- * Ability to work independently.
- * Minimum of 5 years of accounting experience.

Weaving Baskets Group offers a full-time, stable position with a competitive salary and comprehensive benefits, including dental care, extended health care, life insurance, and vision care. This is an excellent opportunity for career growth within our company and to be part of a collaborative team facing interesting financial challenges.

If you are interested and can reliably commute to Cornwall, ON, or plan to relocate before starting, please send your resume and cover letter to careers@weavingbaskets.ca.

We look forward to hearing from you.