

We are overwhelmed with the referrals directed to our office's services, and we are looking to expand to better serve this tremendously growing industry! We are a proud team, that provides professional and personable accounting services to our community. The office has a very laid-back and homey environment where clients are never to feel intimidated to enter. We are looking for the **right** candidate that can provide efficient, high-quality output while still providing an enthusiastic and personable attitude. Numbers are **not** to be boring in this office!

Job Title: Admin/Bookkeeping

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

*Additional hours are widely available and encouraged 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
- Assisting with preparation of personal income tax returns
- Providing clients with knowledgeable and professional 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. No bookkeeping experience required, my preference is to train the right individual with our tried-and-true methods.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) is a **MUST!**
- Knowledge of Sage Accounting is a huge bonus – but totally not necessary.
- Communication skills, both verbal and written. Preference to bilingual applicants.
- Strong organizational and multitasking abilities with the ability to thrive in a very fast-paced environment.
- Comfortable balancing multiple deadlines simultaneously
- Professional manner – **CONFIDENTIALITY IS #1!**
- Self-motivated with the 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
Please **ONLY** send by e-mail; in-person resumes will not be accepted – like I said: we're overwhelmed with work! Applications will be reviewed until the right fit has been found!

