

Full Cycle Bookkeeper

Terms of employment:

- Salary - To be Negotiated for 40 hours per week
- Permanent Full time
- Start date: as soon as possible
- Employment conditions: Weekdays daytime Mon – Fri.

Languages

English

Education

- College or other non-university certificate or diploma from a program of minimum of 2 years
- Knowledge of filing GST returns
- Knowledge of completing WCB returns/claims

Experience

5 years and above (Preferred). Fresh graduates will be considered.

Skills:

- Dynamic, motivated, positive and a team player
- Good verbal and written communication
- Reconcile bank accounts
- Prepare trial balance of books; post journal entries;
- Maintain general ledgers and financial statements;
- Calculate and prepare payroll;
- Prepare other statistical, financial and accounting reports;
- Prepare GST returns;
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems

Work Conditions:

Fast-paced environment; work under pressure; repetitive tasks; attention to detail

Work Location Information:

Urban area

Personal Suitability:

Effective interpersonal skills; Accurate; Team player; Client focus; Reliability