



POSITION

Accounting/Office Assistant - Full Time

POSITION SUMMARY

The Accounting/Office Assistant is responsible for junior level accounting duties, with a possibility for advancement, depending on the future development of the organization.

RESPONSIBILITIES & DUTIES

- Computer literate, Excel, Word and Accounting Software
- Prepare files, Excel Reports and worksheets for service calls on new projects/customers
- Prepare bi-weekly and monthly reconciliation for timesheets, credit cards and bank accounts
- Payroll management through ADP services
- Accounts Payable-posting all invoices, process bi-monthly cheque runs, preparing government remittances, preparing cheques
- Accounts Receivable-Preparing all invoices, statutory declarations, deposits and maintain collections
- Reconciling A/P with supplier accounts and taking/recommending appropriate corrective actions
- Maintain accurate records of supplier accounts
- Preparation of journal entries Administrative duties such as ordering supplies
- Potential for advancement with higher level accounting functions (such as cash flow, budget preparation, analytical summaries)
- Other duties as assigned

QUALIFICATIONS

1. Accounting Diploma or higher level of education from a recognized educational institution
2. Minimum of 3 years experience with basic bookkeeping functions
3. Typing speed 50 w.p.m.
4. Must be very detail oriented
5. Strong oral and written communications skills; team-oriented
6. Proficiency with Word, Outlook, Excel essential; beneficial to have basic understanding of Simply Accounting and ACCPAC.

COMPENSATION

Salary is commensurate with education and relevant experience.