

 <p style="text-align: center;">Job Title:</p> <p style="text-align: center;">Bookkeeper / Tax Preparer</p>	<p>Job ID:</p> <p style="text-align: center;">MFW62</p>
<p>Description</p> <ul style="list-style-type: none"> • Monthly bookkeeping using manual and computerized bookkeeping systems for a wide range of corporate and personal businesses • Complete and submit HST remittance forms, payroll forms as well as other government documents as required • Analyze data to ensure accuracy prior to financial statement preparation • Prepare personal tax returns using tax software <p>Requirements</p> <ul style="list-style-type: none"> • High attention to detail, be able to work independently and have good written and oral communications skills • Knowledge of Accounting software, Microsoft Office (including Excel) and tax software • Post-secondary education in accounting and tax is an asset but not required 	<p>Date Posted:</p> <p style="text-align: center;">November 12, 2021</p>
	<p>Location:</p> <p style="text-align: center;">Dutton</p>
	<p>Wage:</p> <p style="text-align: center;">Competitive Salary</p>
	<p>Hours:</p> <p style="text-align: center;">Full Time Permanent</p>
	<p>Education:</p>
<p>Other:</p>	
<p>To apply:</p> <p>Send your resume to: jobs@employmentserviceselgin.ca</p>	<p>Apply By:</p> <p style="text-align: center;">December 3, 2021</p>