

 <p style="text-align: center;">Job Title:</p> <p style="text-align: center;">Accounting/Office Administration</p>	<p>Job ID:</p> <p style="text-align: center;">ST102MD</p>
<ul style="list-style-type: none"> • Accounts Payable • Accounts Receivable • Miscellaneous office duties as assigned • Computer skills, Excel/Spreadsheets • Invoicing • Other general accounting/administrative responsibilities, as required • Post-secondary courses or Diploma/Certificate in Bookkeeping preferred; Professional Bookkeeper Certification would be considered an asset • Thorough knowledge of MS Office helpful • Experience with accrual based accounting • Excellent communication skills – both verbal and written • Flexibility to manage multiple tasks and deadlines • Ability to work well in a team environment as well as independently • Friendly and outgoing personality • Excellent phone manners • Manage filing systems • Strong organizational skills <p style="text-align: center;"><i>Monday to Friday</i></p>	<p>Date Posted:</p> <p style="text-align: center;">May 24, 2019</p>
	<p>Location:</p> <p style="text-align: center;">St. Thomas</p>
	<p>Wage:</p> <p style="text-align: center;">To be determined</p>
	<p>Hours:</p> <p style="text-align: center;">25-30 hr/week</p>
	<p>Education:</p>
<p>Other:</p>	
<p>To Apply:</p> <p>With the Job ID in the subject line, email resumes to jobs@employmentserviceselgin.ca</p>	<p>Apply By:</p> <p style="text-align: center;">June 22, 2019</p>