



## Jr. Accounting Assistant

Job ID: ST641MD (AD)  
Job Posted: August 14, 2020  
Job Closes: September 21, 2020

### Why work at ETBO

For over 60 years, ETBO has been providing our customers with innovative custom solutions in stamping, tooling, engineering, die service and repairs predominantly in the automotive industry. ETBO is a stable, growing company that promotes innovation and creativity. Our company continues to experience very steady growth due to the many successful relationships we have with our customers, resulting in on-going new business opportunities. We are located just southeast of Aylmer.

### Accounting Assistant Summary

We are seeking a junior accounting generalist to join our expanding team. The successful candidate will have experience in daily accounting and payroll administration, including payables, receivables, and month-end and year-end procedures and adjustments, as well as general administrative duties. The successful candidate will be flexible, detail- and process-oriented, and will be a critical thinker and a creative problem-solver. Experience with Microsoft Dynamics GP is not required but would be an asset. An applicant with a college diploma in accounting is preferred. Part-time or full-time position is available. Please indicate your preference in your email or cover letter.

### Requirements

- High proficiency in MS Office (Excel, Word, etc.)
- Experience providing a high level of customer service
- Excellent problem solving skills
- Experience in accounting & payroll administration

### Qualities of Accounting Assistant

- Self-starter and excellent communicator
- Ability to manage competing priorities and good organization

### How to Apply for Accounting Assistant

Please send your resume and a copy of your transcript with the job title in the subject of the email to [careers@etbo.ca](mailto:careers@etbo.ca). We thank all who apply, but only those selected for interviews will be contacted.

*Accessibility accommodation is available, upon request, throughout the recruitment process. If accommodations for interviews are required, candidates should make this known in advance.*