



Job Title:

Bookkeeper

Job ID:

ST678MF

Job Description

- Full bookkeeping cycle including Financial Statements
- Payroll
- Bank reconciliations and payroll processing
- GST/HST completion and filing
- Microsoft Excel and Word
- Reception Duties as required

Qualifications

- Experience in Sage 50
- Experience in Bookkeeping
- Professional, pleasant disposition that can maintain client relations
- Ability to multitask, prioritize and achieve deadlines
- A strong work ethic

Hours: Mon – Thurs 9:00 – 4:30 (1 hr lunch) 26 hours per week
Wages to be discussed

Date Posted:

September 16, 2020

Location:

St. Thomas

Wage:

To be discussed

Hours:

Full-time

Education:

Other:

To Apply:

With the **Job ID** in the subject line, email resumes to jobs@employmentserviceselgin.ca

Apply By:

October 26, 2020