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#WL129MD(AD)

Posted: March 5, 2020

Closes: April 3, 2020

We are currently seeking an enthusiastic and energetic up and coming **Accountant/Tax Preparer/Bookkeeper** to join our organization. Our client base ranges from the self-employed, working for someone else, students and retirees and we help them with their tax compliance so that they can get on with what really matters to them.

Accountant/Bookkeeper

The position is for a full-time accountant/bookkeeper responsible for maintaining accounting records for multiple clients. The candidate must be well organized with excellent written and oral skills. The accountant/tax preparer/bookkeeper will deal with the data entry for several clients using Sage50 and AgExpert, including filing of HST returns and payroll processing will be part of the ongoing duties. In addition, the accountant/bookkeeper will prepare Notice to reader financial statements, personal & corporate tax returns, T4's and T5's.

The ideal candidate will, pay attention to detail, be able to work independently and have good written and oral communications skills. The ideal candidate will also be familiar with accounting standards.

Requirements:

Knowledge of Sage50, AgExpert, Microsoft Office (including Excel) and Cantax

Qualifications:

- Must have College Diploma or Business Certificate in Accounting.
- Understanding of computerized accounting systems
- Previous experience compiling and analyzing financial reports.
- Ability to work with minimal supervision.

How to apply

Interested candidates should submit a resume and covering letter by email to info@weai.ca by April 3.

We thank all candidates for their interest; however only those selected for the interview process will be contacted.

West Elgin Accounting Inc.
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