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West Elgin Accounting Inc. is a cozy accounting firm located in Dutton, Ontario. We are currently seeking an enthusiastic and energetic up and coming **Accountant/Bookkeeper** to join our organization.

At West Elgin Accounting we believe in the value of relationships. We view every client relationship like a partnership and believe that our success is a result of their success. We understand there is more to life than worrying about taxes. We help clients meet their obligation with Canada Revenue Agency. We take pride in giving them the assurance that the assistance they receive comes from years of training, continuing education and technical expertise.

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/bookkeeper will deal with the data entry for several clients using Sage50 and AgExpert. Performing regular bank reconciliations, preparation of journal entries to record accruals and prepaids and the preparation of month-end reports, 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 February 28th

The covering letter should indicate your compensation expectations. We thank all candidates for their interest; however only those selected for the interview process will be contacted.

Experience: Bookkeeping: 1 year (Preferred)

Education: Secondary School (Preferred)

Language: English (Preferred)

Job Type: Full-time start immediately