

J O B D E S C R I P T I O N

RECEPTIONIST / BOOKKEEPER

PURPOSE OF THE JOB

To perform reception duties within the office.

To cover for office administrator and to perform bookkeeping duties for the office and clients on an as-needed basis.

1. Reception

- Greet clients in a friendly manner, inquiring as to their needs regarding their documents and records.
- Operate photocopier and fax machine.
- Answer all telephone calls in a professional manner, transferring calls to the appropriate staff member.

2. Office

- Record staffs' weekly time summaries.
- Prepare office cheques and deposits, completion of all office banking.
- Maintain cash box balances.
- Monthly preparation of internal office financial reports.
- Periodic coverage of administrative duties during vacation and sick leave. Basic duties involve use of billing, mail preparation, sorting and pick up, keyboarding and other duties as assigned.
- Familiar working within a Windows environment, Microsoft Word, Microsoft Excel and internet.

3. Personal Income Tax Season

- Entering, printing and assembly of T4's and T5's.
- Assembly of Income Tax returns.
- Electronic filing Income Tax returns.
- Efficiently and accurately distribute completed Income Tax Returns to clients.
- Filing of completed returns and paperwork.

4. Bookkeeping

- Accurately entering clients' bookkeeping figures from their records.
- Printing completed work.
- Familiar with Sage and/or Quick Books.