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Junior Accounting Clerk

Description

We are a small but rapidly growing accounting practice looking to hire a full-time junior accounting staff. Our firm is located in Markham. We will provide training on necessary tax and accounting software, but QuickBooks bookkeeping experience is a must.

Experience with Microsoft Office and Adobe preferred as we are a paperless office.

Responsibilities

- Date entry and prepare financial statements,
- Preparation of personal tax returns, Corporate tax returns, GST return, T4, T5 etc.
- Write-up and other accounting works,
- Review and Audit engagements, and
- Administrative work is required.

Qualifications

- Post secondary degree/certificate in bookkeeping/accounting
- Solid knowledge in accounting
- 1-2 years' hands on experience in accounting an asset. New graduates are encouraged to apply.
- Strong attention to detail
- Proficient in QuickBooks Enterprise, MS Excel and MS Office Suite and Outlook.
- Proven ability to work independently and effectively, with exceptional communication skills.
- Remote work environment is available (But need to be in office when required. Can screen candidates from GTA area). - was this a note for me?
- Demonstrated strong organizational abilities and high ethical standards.
- Able to work on multiple projects while adhering to tight deadlines
- Experience in data entry.
- Experience in healthcare industry an asset

Job Benefits

- Company events
- Flexible schedule
- On-site parking
- Paid time off

Contacts

Send your resume to intsconsulting.hr@gmail.com

Hiring organization

INTS Consulting

Employment Type

Full-time

Job Location

Markham

Base Salary

\$ 32,000.00 - \$ 38,000.00

Date posted

2023-03-10