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????-Accounting Assistant

Hiring organization
INTS Consulting ????????

Employment Type
Full-time, Part-time

Job Location
Markham

Working Hours
8 hours, Monday – Friday

Base Salary
$ 20 - $ 22

Date posted
2023?2?10?

Description

As an Accounting Assistant you will assist the office accounting team by providing administrative accounting support. You will assist in the organization of invoices and accounts payable and in the misc. financial aspects of the office.

Responsibilities

- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms
- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Participate in quarterly and annual audits

Qualifications

- Proficiency with Microsoft Office (Word, Excel, Outlook) Microsoft 365 programs, Zoom and screen share programs
- Knowledge of Vision or Deltek accounting programs would be an asset
- Successfully completed an Administration Diploma or equivalent combination of education and experience
- Minimum three to five years related experience in a similar role
- Experience with a professional services company preferred
- Extremely organized
- Strong analytic skills to summarize reports, review and prepare documents
- Proven ability to work independently and as part of a team
- Capacity to effectively prioritize work flow
- Ability to multi-task and meet multiple and/or unexpected deadlines in a demanding environment
- Excellent communication skills both oral and written
- Professional manner and positive attitude

Job Benefits

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Wellness program
- Work from home

Contacts

Send your resume to intsconsulting.hr@gmail.com