

https://intscanada.com/job/%e5%a4%a7%e5%9e%8b%e4%bc%9a%e8%ae%a1%e5%85%ac%e5%8f%b8/

???????-Senior Bookkeeper

Description

Established bookkeeping firm and tax consultant. The Company has been around for over 20 years.

Responsibilities

- 1- Full Cycle bookkeeper using QuickBooks Desktop and Online.
- 2-Responsible for filing HST, Source deductions, WSIB.
- 3-Paryoll processing including ROE Issue T4 slips.
- 4-Handle clients requests on a timely fashion.
- 5-Dealing with CRA calls and resolve issues.
- 6-Review financial statements on a monthly basis.
- 7-Maintain accounting files up to date at all time.
- 8-Knowledge and experience in T1 personal income tax preparation.
- 9-Familiar with CRA online portal.
- 9-Excellent communication skills.

Qualifications

- DCS / DEC (Required)
- QuickBooks: 3 years (Required)
- Bookkeeping: 3 years (Required)

Job Benefits

- Bonus pay
- Overtime pay

Contacts

Send your resume to intsconsulting.hr@gmail.com

Employment Type Full-time, Part-time

Job Location Markham

Working Hours 8 hours, Monday – Friday

Base Salary \$ 45,000 - \$ 60,000

Date posted 2023?2?15?