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??????-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

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

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?10?