https://intscanada.com/job/%e9%a3%9f%e5%93%81%e5%85%ac%e5%8f%b8/

???? Bookkeeper

Hiring organization
Food Company

Employment Type
Full-time

Job Location
Markham

Working Hours
8 hours Shift, Monday – Friday

Base Salary
$ 20 - $ 22

Date posted
2021?10?12?

Description
As a very rapidly growing company we need someone with experience to assist the finance department in keep day to day operations run smoothly.

Responsibilities

- Balance and maintain accurate ledgers
- Match purchase orders with invoices
- Coordinate bank deposits and report financial results on a regular basis to management
- Monitor office expenses and tally and enter cash receipts
- Pay vendor invoices and track bank account balances
- Develop monthly financial statements, including cash flow, profit, and loss statements, and balance sheets
- Prepare quarterly and monthly tax returns, along with payroll, operating, and business taxes

Qualifications

- Degree in Accounting or related field
- 2 years experience working in accounts payable and receivable, general ledger, payroll, and payroll reports
- Strong knowledge of generally accepted accounting principles
- Extensive experience with data entry, record keeping, and computer operation
- Proficiency in Microsoft Office, Excel, and QuickBooks
- Experience in services related to payroll such as writing checks and submitting payroll taxes
- Strong understanding of business and income tax worksheets and computations

Job Benefits
Paid time off – vacation paid

Contacts
Send your resume to intsconsulting.hr@gmail.com