

An accounting firm in Burlington is seeking a flexible, part-time bookkeeper to start in January 2022.

Hours may vary each week due to workload.

Pay ranges from \$22 - \$27 per hour, based on experience.

Responsibilities:

- Full cycle and year end bookkeeping
- Reconciliation of client's bank and credit card statements
- Payroll
- Maintaining client's accounts receivables and payables
- Preparation and filing of government remittances, such as GST/HST, source deductions
- Preparation and completion of personal tax returns

Qualifications:

- 2 years of experience as a bookkeeper or recent graduate with a bookkeeping diploma
- Highly proficient in Microsoft Office and QuickBooks Desktop. Knowledge of Online QuickBooks would be a definite asset
- Fluent in English
- Willingness to learn tax software and to take on extra tasks if needed
- Flexible with work hours as hours may vary each week depending on workload
- Good organizational and communication skills
- Proof of Covid vaccination
- Option of working at the office or remotely from your home

Contact Information:

If you meet all the above qualifications, please forward a covering letter and resume to susan@simpsonandassociates.ca.