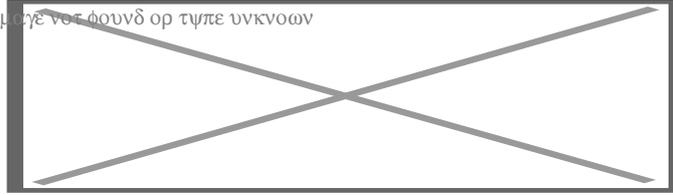


Ημερομηνία λήξης: 18-11-2024



Accounting technician and bookkeeper

Posted by: Hannam Fertility Centre

Posting date: 22-May-2024 **Closing date:** 18-Nov-2024

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience Business administration and management, general

Language: English

Job location: Toronto

Salary: \$\$25.00-\$30.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ7273301

Job description:

Do you thrive in a fast-paced environment? Are you passionate about helping clients and dealing with numbers all day? Do you have a keen eye for detail? If so, we have the perfect opportunity for you! Hannam Fertility Centre is seeking a skilled and enthusiastic Accounting Bookkeeper to join our dynamic team.

Position: Accounting technicians and bookkeepers

Location: 1500 – 160 Bloor Street East Toronto, ON Canada M4W 2R3

Type: Permanent, Full-time - 37.5 hours per week

Salary: \$25.00-\$30.00/hour

Overview

Languages

- English

Education

- Completion of a Post-secondary degree/diploma in Accounting, preferably in Finance, Business Administration, or other related field

Experience

- 1 year

ResponsibilitiesTasks

- Calculate and prepare cheques for payroll
- Calculate fixed assets and depreciation
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Maintain general ledgers and financial statements
- Post journal entries
- Prepare other statistical, financial and accounting reports
- Prepare tax returns
- Prepare trial balance of books
- Reconcile accounts
- Maintain financial records
- Complete insurance and other claim form

Benefits:

- Comprehensive benefits package, including:

Health Benefits

Dental Plan

Disability Benefits

Health Care Plan

Paramedical Services Coverage

Vision Care Benefits

Financial Benefits

Registered Retirement savings plan

Other

- Opportunities for professional development and advancement within the company.
- Exciting projects and a collaborative work environment with a focus on innovation and excellence.

Work conditions and physical capabilities

- General office conditions
- Moderate distractions with open concept space, and coworker traffic
- Ability to sit at a computer for an extended period of time
- Ability to work with moderate noise (e.g. office with computers, phones and printers)

Personal suitability

- Attention to detail
- Accurate
- Dependability
- Flexibility
- Organized
- Reliability
- Time management
- Team Player

If you're ready to take the next step in your career and join a dynamic team of professionals, we want to hear from you! To apply, please submit your resume and cover letter detailing your qualifications and relevant experience to human.resources@hannamfertility.com

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: human.resources@hannamfertility.com

Posted on canadianjobportal.com