



Accounting Assistant

Posted by: Tejkart Marketing LTD.

Posting date: 01-Apr-2023 **Closing date:** 30-Sep-2023

Education: Graduation

Language: English. Punjabi

Job location:

Salary: \$29.00

Years of Experience: 2 years

Vacancy: 5

Job Type: Full Time

Job id: CAJ5200121

Expired

Job description:

We are looking for an Accounts Assistant to join our team as a key player in building Kintec's people and systems towards a growing future.

The right person for this role will be a thoughtful, tech-savvy self-starter who can take initiative and adapt in ever-changing circumstances.

Our Core Values

- Being an engaged team member
- Being passionate about helping people
- Pursuing growth and innovation in everything we do
- Being active and involved
- Building open and honest relationships

The life of our Accounts Assistant

The Accounts Assistant will fill a vital role within our head office. They will provide support to the controller for AR/AP as well as, data entry, and a variety of essential administrative tasks.

- Handling accounting entries for A/P, A/R, Inventory, and the General Ledger,
- Adjusting journal entries
- Processing and verification of payroll hours
- Preparation, monitoring and distribution of many daily, weekly and monthly reports.
- Entering daily cash deposits;
- Clerical duties (opening mail, filing, photocopies, labels,etc)
- Inventory Receiving – perform a variety tasks related to adding inventory into our POS system

The technical skills necessary to succeed in this role

The ideal candidate should have core values and direct experience that align with ours and a proven track record with ...

- 1-2 years experience in an accounting position or doing bookkeeping
- Knowledge of Quickbooks
- Excellent organizational skills
- Detail oriented, efficient and able to prioritize tasks effectively
- Able to work in a fast-paced, ever changing environment
- Strong MS Office skills (most notably excel)
- Excellent written and verbal communication skills
- Knowledge of banking procedures
- A positive attitude and a team-player mindset

Job Types: Full-time, Permanent

Salary: \$20.00-\$21.00 per hour

Benefits:

- Dental care
- Extended health care
- Vision care

Schedule:

- 8 hour shift

Experience:

- Accounting Knowledge: 3 years (required)
- Payroll: 1 year (preferred)
- Quickbooks: 2 years (required)

Posted on canadianjobportal.com