



## accounting technician

**Posted by:** HiTech Bay Inc

**Posting date:** 01-Dec-2025      **Closing date:** 30-May-2026

**Education:** College diploma

**Language:** English

**Job location:** Scarborough

**Salary:** \$37 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4468967

### Job description:

Accounting technician responsibilities:

- Core accounting and bookkeeping duties, including general ledger maintenance, full cycle accounts receivable and accounts payable processing, preparation of account reconciliations, journal entry preparation and posting, payroll administration, GST/HST, EHT and WSIB reporting and filing, T4 and T5 tax slip preparation and filing.
- Preparation of interim monthly and quarterly financial statements.
- Assist in preparing year-end assurance (audit and review) and compilation files with other staff and partners.

- Participate in the preparation of T1 personal tax returns.
- Liaise with clients in support of accounting-related functions.
- Assist in maintaining firm files in a paperless environment.
- Provide support for administrative duties.

Full-time permanent employment

Requirements:

Completion of secondary school and completion of a college program in accounting, bookkeeping or a related field

1+ years of experience

Location:

390-10 Tapscott Road Scarborough, ONM1B 2Y9

Salary: \$37.00 per hour

Please send your resume to [hitechbayhr@gmail.com](mailto:hitechbayhr@gmail.com)

**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: [hitechbayhr@gmail.com](mailto:hitechbayhr@gmail.com)**

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