

Job Description

To be responsible for holding companies in the group, bookkeeping and work on all tasks related to financial accounting, prepare financial statements and company tax returns.

The accountant will be responsible for:

- Reconcile ledger accounts on a monthly basis with the necessary documents
- Prepare bank reconciliation on monthly basis
- Prepare and record all required journal entries
- Prepare and file GST and QST reports
- Prepare the annual financial statements
- Prepare company tax returns

Requirements:

Essential: Experience 2 years

Essential: English must be well spoken. Bilingualism is an asset

Knowledge and skills:

Essential: Simply Accounting, Excel, Word, Outlook, Tax prep

Important: Autonomy

Important: Ability to work under pressure

Important: Ability to work in team

Contact: Controller

By phone: (450) 629-5544

By Fax: (450) 629-9515

By e-mail: controller@jycauto.com