



AVAILABLE POSITION: Bookkeeping Clerk (Part-time)

This person will work directly at the premise of a sizable client while under the supervision of a designated professional (CPA, CA) to gain valuable knowledge and experience.

Job Description:

1. Enter invoices and purchase receipts given by the client in Quickbooks;
2. Perform bank reconciliation at each month-end;
3. Prepare GST/QST report at each quarter-end;
4. Reconcile related-party loan accounts at each month-end;
5. Other miscellaneous small tasks that may be demanded by the client.

Qualifications:

1. Minimum of one-year working experience as a bookkeeper;
2. Experienced with software such as Quickbooks and Microsoft Excel;
3. Fluent English and Chinese at both spoken and written levels;
4. High level of autonomy (will be alone working at the client);
5. Flexible and eager to learn;
6. Accounting background and French knowledge would be an asset.

Working Schedule:

Start Date: September 1, 2015

You will be required to work four days a week (Monday, Tuesday, Wednesday, and Thursday) for 4.5 hours a day (from 10:30 to 15:30, 0.5 lunch hour).

Location:

Boul. Taschereau (St-Hubert) which could be accessed by subway and bus
Free parking available

Salary:

Base Salary: Starting at \$10.75 per hour

Benefits: EI, QPP, QPIP, paid statutory holidays, and 4% paid vacation.

PLEASE SEND RESUME TO: ping.wang@pwaccountants.com

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