

市中心会计公司招聘全职会计一名:

We are currently seeking an accountant to join our team. This person will be responsible for the following tasks:

- Complete cycle of bookkeeping, in adherence to proper accounting standards, up to trial balance;
- Entering bills and recording sales;
- Bank reconciliations, reconciling accounts and making appropriate journal entries;
- Complete cycle of payroll;
- Preparation of bank deposits;
- Preparing government reports (ex. DAS, GST, QST, CSST, etc.);
- Other related tasks.

Candidates must have the following prerequisites:

- AEC, DEP or DEC in accounting;
- A minimum of 2 years of experience in a similar position;
- Excellent computer knowledge. Essential advanced knowledge in Excel ;
- Language: English or French (spoken and written); Chinese.

This person should be responsible and autonomous. He or she is also recognized for their reliability, judgment, accuracy and their ability to meet deadlines. must have a positive attitude and be very organized.

This will be a full time job position and salary varies according to experience.

To apply, please send your c.v. to

hracctgjoe@gmail.com

Thank you for your interest in joining our dynamic team !