



AVAILABLE POSITION: Experienced Bookkeeper (Part-time)

This person will work directly at the premise of a sizable client 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 in QuickBooks;
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 two-year working experience as a bookkeeper;
2. Experienced with software 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. Accounting background and French knowledge would be an asset.

Working Schedule:

Starting Date: May 1, 2016

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:

Point Claire (St-Laurent), Free parking available

Salary:

Base Salary: Starting pay rate: \$18 per hour (may be higher depending on experience)
Benefits: EI, QPP, QPIP, paid statutory holidays, and 4% paid vacation.

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