

## **Bookkeeper**

You will act as a bookkeeper. The bookkeeper performs basic accounting tasks: he/she receives and processes supplier invoices, sends out payments and transfers, and manages unpaid bills. They also participate in the preparation of the annual accounts. We take the development of our employees to heart and offer training in accounting and taxation. This position is entirely telecommuting from your home.

### **Tasks**

- Manage bookkeeping: record monthly income and expense transactions while ensuring compliance with tax and accounting rules;
- Make journal entries that are not automated by the accounting system and prepare the trial balance;
- Keep the general accounting system up to date by performing the complete accounting cycle (invoicing, accounts payable, month end);
- Enter supplier invoices into the accounting system;
- Manage the reconciliation of bank accounts;
- Prepare monthly, quarterly and annual financial statements;
- Completing and submitting tax remittance forms and other government documents; and
- Any other tasks related to this particular environment.

### **Prerequisites**

- DEP or DEC in accounting or equivalent experience;
- One (1) year of experience in a similar position;
- Excellent time management skills and ability to prioritize work;
- Excellent written and verbal communication skills;
- Strong autonomy and resourcefulness;
- Experience in a small business environment (SME); and
- Very good knowledge of the Microsoft suite (Outlook, Word, Excel, Teams, etc.).

### **Asset**

- Experience working with SAGE 50 or Quick Books online; and
- Bilingual (French and English).

### **Salary**

- Between \$21.50 and \$25.69 per hour depending on experience. Several steps for each type of job; and
- Bilingual bonuses (French and English).