

Position: Bookkeeper

Location: Bolton, ON

Wage: \$55,000 - \$60,000/ yr

Description...

Starting Salary: TBD - Depends on experience

Mon - Fri: 8am - 5pm

Benefits after 3 mths

Job Responsibilities...

Accounts Receivable billing and collections

Accounts Payable allocation and data entry

Account and Bank Reconciliation

Job Qualifications...

Bookkeeping experience

Strong organization and excellent communication skills

Proactive and able to work in a changing environment

Working knowledge of Microsoft Office and SysPro would be an asset

Additional duties as required