

Junior Accounting Clerk Position

Reydmán & Associates is a full service Tax, Accounting, Bookkeeping and Payroll company geared exclusively to the small business owner. For over 20 our staff, have catered to the individual needs of small business owners. We offer personalized local services. We are familiar with what it takes to succeed and have helped countless small business owners to do so

Reydmán & Associates is currently seeking to hire a Junior Accounting Clerk to join our team. This is a Part-time position with a possibility to become full-time with opportunities for advancement. Our small downtown office provides a dynamic and friendly working environment.

Your primary responsibilities will:

- Data entry, bookkeeping tasks which include bank reconciliations, payroll, accounts payable, accounts receivable, HST, WSIB, EHT calculations, accruals, journal entries and more;
- Assembly of month-end accounting packages for clients;
- Written and verbal correspondence and interaction with clients, government agencies and suppliers;
- General office tasks, including answering phone, accepting deliveries, office supply stocking, filing, copying, faxing, scanning;
- Ad hoc report preparation and analysis as required;

A successful candidate will have:

- College certificate/diploma in accounting, in progress or completed;
- Working knowledge of full cycle bookkeeping;
- Ability to manage multiple priorities and client accounts without compromising quality;
- Good verbal and written English communication skills;
- Good command of Microsoft Excel and Word;
- Good computer and keyboarding skills
- Experience with QuickBooks and/or DTMAX is an asset.

Hourly wages will be based on the candidate qualification and skills.

Next Steps

For more information on Reydmán & Associates Professional Corporation please visit our website at: www.Reydmán.com

To apply, send us a copy of your resume and a brief write-up about who you are and why you think our firm would be a good fit for you to: Careers@Reydmán.com

We thank all applicants in advance for their interest. To make the best use of your time and ours, only those applicants whose profiles closely match our requirements will be contacted.