

Accounting Assistant

Employer: Mike Moore Construction Ltd.
Posted: 4 weeks ago
ES Job ID: 15492
Sector(s): Accounting, Office & Administration
Salary: 34

Closing Date: May 17, 2024
Location: Sault Ste. Marie
Duration: Full Time

Job Description:

Experienced Accounting Assistant
Well versed in English; both written & spoken
Punctual, polite & cordial when answering the phone
Follows directions & office procedure practices that are in place
Have a minimum of 5 years accounting experience
The wage will be based on the individual's qualifications plus 11% Vacation Pay
Monday-Friday 8-4, 35-40 hours per week
3 month probation, after which registered pension plan will commence & will be eligible for group plan

Required Skills:

Well experienced in the knowledge of:
Sage 50 Quantum Accounting
Accounts Receivable Entries & Receivable Direct Deposits
Accounts Payable Entries & Payment by Direct Deposits
Payroll
Jobcosting
Government Entries & Remittances
Monthly Reconciliations
Online banking, EFT, Interac
Word, Excel Spreadsheets, etc.
Outlook 365

How to Apply:

Please provide references with resume
Only successful candidates will be contacted for an interview
Tentative start date Monday, May 17, 2024

Email Fern Moore fernmoore@mikemoore.ca