

Bookkeeper (Sault Ste. Marie office)

Employer: Peterson & Peterson

Posted: 15 months ago

ES Job ID: 3791

Sector(s): Accounting

Closing Date: March 31, 2023

Location: Sault Ste. Marie

Duration: Part Time

Job Description:

The Law Firm of Peterson & Peterson is looking for a Part-Time Bookkeeper (Monday & Thursday)
Wage is dependent on experience and can be negotiated.

Duties include but are not limited to:

- Ensuring proper payroll deductions and other government remittances
- Keeping up-to-date records
- Processing accounts payable and accounts receivable transactions
- Could include interaction with vendors and the general public

Required Skills:

- Working knowledge of financial computer software. Basic training in law society requirements provided on site.
- Prior bookkeeping experience preferred
- The ability to adhere to confidentiality policies
- Basic security clearance (clear criminal record check)

How to Apply:

Please send resume to:

larryd.peterson@sympatico.ca (preferred method)

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