

RNC**Employment Service**

905-727-3777

222 Wellington Street East, Main Floor



Job Title	Bookkeeper	Job # 1905009
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NOC / NAICS	1311 / 337210	Date	May 21, 2019
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Location	Richmond Hill: Leslie / 16 th Ave	Wages	\$15.00-\$19.00 /hour
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Experience (Yrs.)	<input type="checkbox"/> 0-1 <input checked="" type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	Hours/Week	5-15 hours/week
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Employment Type	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input type="checkbox"/> FT <input checked="" type="checkbox"/> PT	Schedule Availability	Mon-Fri 9:30-5:30
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Benefits Available After Probation Period	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes:
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Workplace / Physical Requirements	n/a
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Company

This Canadian business located in Richmond Hill produces furniture solutions for office, home and educational places for our current generation looking to improve their work habits and future generations growth and development. They are producing and building the best ergonomically designed furniture in the industry, while also providing customers with top quality solutions and a health cautious approach to the home, business & education world.

Position Summary / Candidate Profile

Offering a Part-Time Bookkeeper position with the possibility of growth within the company. Looking for someone to use their knowledge and talents to organize the company's general bookkeeping involving payables, expenses, reconciliations, remittances, and deposits. The job consists of data entry and generating reports for all transactions that come in/out of the company.

Job Duties

- Receive and reconcile payments from online sales accounts
- Make entries for refunds, reimbursements, delivery orders, shipping charges, replacements, claims, etc.
- Enter company expenses, accounts receivable and accounts payable
- Reconcile bank accounts
- Ensure receivables are collected promptly and accurately
- Conduct a monthly reconciliation
- Provide information to external accountant who creates the company's financial statements
- Maintain and orderly accounting filing system
- Comply with local, provincial and federal government reporting requirements
- Follow accounting policies and procedures

Requirements / Candidate Profile

- **Minimum of 1-2 years of experience in bookkeeping**
- **Working knowledge of generally accepted accounting principles**
- **Knowledge of accounting software preferred**

- **Advanced knowledge of Microsoft Office (specifically Excel)**
- Reliability
- Punctuality
- Detail Oriented
- Able to work independently
- Organization
- Analytical
- Problem Solving
- Acquired or working towards a degree/diploma in accounting, finance or equivalent field

How to apply

To apply please submit resume to HRQR@rncs.ca for pre-screening and consideration.

Include a note indicating why you are a good fit for this position.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.