

**Full Time Bookkeeper/Administrative Assistant, this position is in a fast pace and customer service oriented environment.**

**Responsibilities:**

- Reception duties: both phone and in person
- Posting daily transactions
- Accounts Payable processing
- Posting and Depositing Accounts Receivable
- Ensure consistency between electronic and paper invoice
- Maintain accurate filing system

**Skills:**

- Excellent communication skills(written and verbal)
- Must be prompt, efficient, reliable and highly organized
- Detail oriented and strong ability to multi-task
- Must possess strong research and analytical skills
- Self-motivated and directed, with the ability to effectively prioritize and execute tasks in a timely fashion
- Must be able to work under pressure
- Ability to work independently and part of a team
- Positive attitude, willingness to learn and desire to help others
- Ability to work with tight deadlines and short notice tasks
- High attention to detail

**Knowledge and Experience:**

- Extensive working knowledge of MS Office (Excel and Word)
- Proficient in QuickBooks
- Post-Secondary education an asset
- Minimum 3 years' experience in administration or bookkeeping role

**Please forward cover letter & resume to:**

**Porter Hetu**

**Sukhan Bains, CPA, LPA**

**P.O. Box 1209**

**Bancroft, On**

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