



JOB POSTING DETAILS

Employer	The Aberdeen Group Incorporated (The Aberdeen Group Incorporated)	Job Type	JMP
Job Title	Accounting Technician	Duration	NA
ES Job ID	13734	Location	NA
Date Posted	January 6, 2023	Closing Date	January 13, 2023

Job Overview - Description & Duties

We are seeking an accounting technician to join our team. Our accounting firm works closely with small businesses and not-for-profits across a variety of sectors. Tasks for this position may include data entry, account reconciliation, payroll (including T4s, employer source deduction, records of employment), HST filing, accounts payable, general admin including client support and document management.

Experience in personal tax preparation, year-end analysis and /or financial statement preparation would be a definite asset. The job will be tailored based on the successful candidate's qualifications.

Our in-office location is spacious, well-ventilated, and professional. We take staff health seriously. Our COVID policy is revised regularly with input from all staff. Opportunities to work remotely may be possible after the training period has been completed. We offer flexible hours and on-the-job training.

We are a locally-owned small business and we value diversity and inclusion.

This is a six-month contract with a path to permanent full-time employment. Salary commensurate with experience.

Required Skills

The ideal candidate is well-organized, accurate, and enjoys working with numbers. Confidentiality and professionalism are a must.

Microsoft Office Suite familiarity is mandatory including intermediate Excel skills. Familiarity with QuickBooks and QuickBooks Online is an asset. Knowledge of Profile tax software is also an asset. Customer service experience is valued. Accounting experience and/or education is a requirement.

Other Requirements

How to Apply

Candidates can submit their resumes to employmentsolutionsjobs@saultcollege.ca and quote job #13734

Please note: Resumes should be attached to the email not posted in the body of the email.