



## **AVAILABLE POSITION: Experienced Bookkeeper**

This person will work directly under a CPA (Auditor), CA, to gain valuable knowledge and experience.

### Job Description:

1. Bookkeeping for small business clients with Microsoft Excel or Quickbooks;
2. Prepare financial statements with software CaseWare and CaseView;
3. Prepare T1 and T2;
4. Answer client's phone calls;
5. Other miscellaneous small tasks that may be demanded by clients.

### Qualifications:

1. Minimum of two-year working experience as a bookkeeper;
2. Experienced with accounting terminologies;
3. Proficient with Microsoft Excel;
4. Understand payroll and sales taxes;
5. Fluent English and Chinese at both spoken and written levels;
6. High level of autonomy and comfortable to work in a multi-tasking environment.

### Assets (Good thing to have):

1. Accounting background;
2. Experience with QuickBooks;
3. Experience with EasyPays;
4. Basic spoken and written French knowledge.

### Working Schedule:

Probation period (5 weeks): Tuesday to Friday from 9:00 to 17:00

Once employed: Monday to Friday from 9:00 to 17:00

### Location:

3285 Boul. Cavendish, Montreal (H4B 2L9) \* Free parking available \*

### Salary:

TBD based on qualifications

**PLEASE SEND RESUME TO: ping.wang@pwaccountants.com (No phone calls will be accepted)**