



JOIN OUR TEAM OF BOOKKEEPING & TAX PROFESSIONALS

Job Title: Bookkeeping Technician and Payroll Professional

Position Summary

The Bookkeeping Technician will work closely with the Eagle Eye Team to assist in providing full phase bookkeeping engagements to our valued clients. We are also specifically looking for someone well versed in Canadian payroll to provide payroll services within our firm. Experience in personal tax preparation (T1) would be an asset.

Responsibilities:

- Prepare bi-weekly, semi-monthly and monthly payroll including ROE's when required
- Monthly Bookkeeping Duties for various client files
- Post transactions involving cash receipts, accounts payable and receivable
- Serve as a receptionist.
- Assist in filing duties.
- Scan receipts.
- Assist with personal tax preparation as directed, perform client intake.
- Answer telephones, direct calls and take messages.
- Open, sort and route incoming mail and prepare outgoing mail.
- Prepare bank deposits and bank remittances and perform bank runs as required.
- Greet and welcome each visitor in a friendly, warm and professional manner.
- Ensure that Administrative Office and Reception area are organized and clean.
- Assist Administrative office staff in office operations.

Job Requirements Education and/or Experience: Business Administration or Accounting student or minimum 2 years bookkeeping/administrative experience