

## **BOOKKEEPER/ OFFICE MANAGER JOB POSTING**

Small, growing West Toronto organization is seeking a Bookkeeper/Office Manager to add to their successful team. The ideal candidate will be professional, self-motivated, highly organized and have the ability to multi-task. Responsibilities include full knowledge of the accounting cycle (A/R, A/P, Collections, Bank Rec / Government filings/ Payroll/ Year End/ T4's). Must have valid driver's license and access to a vehicle. Must have a minimum of five years Canadian accounting and office administration experience and have excellent verbal and written skills. Post secondary education in Accounting or Business Admin related program. Must be fully proficient in excel and word. Knowledge of Business Vision Accounting software would be an asset. If you think you have what it takes to fulfill this exciting opportunity, send your resume including a cover letter and salary expectations to [Kate@RegalTent.com](mailto:Kate@RegalTent.com) prior to April 15th.