

ACCOUNTING ASSISTANT

As an Accounting Assistant you will work as a part of a team that handles the financial management of corporate and small business accounts. You will perform general bookkeeping and Accounting, as well as administrative functions related to our clientele. You will be responsible for delivering error-proof work with a positive and professional attitude.

DUTIES & RESPONSIBILITIES:

- Maintaining, verifying and posting transactions into accounting software.
- Reconciling bank and credit card accounts.
- Handling the reconciliation of accounts payable and accounts receivable.
- Contacting clients regarding Accounting matters.
- Assisting in the closing of various company books weekly, monthly and/or quarterly.
- Preparing monthly and/or quarterly sales tax returns.
- Preparing quarterly payroll tax returns.

You must be a quick learner who thrives in an intense and fast paced environment. You must be a highly organized professional who is able to multi-task and pay very close attention to details. Our clients are leading corporations and local businesses owners whose needs are demanding. We expect you to work quickly and efficiently, while providing excellent team support. This is an ideal opportunity for a recent graduate who is eager to learn and grow with an award winning firm.

REQUIREMENTS OF THE POSITION INCLUDE:

- Working toward a Bachelor's Degree in Accounting with an accredited university.
- At least 1 – 2 consecutive years of "full-cycle" Accounting experience.
- Imperative to have strong customer service skills.
- Ability to work well under minimal supervision.

For consideration, send your resume and cover letter to: hr@brigadebookkeeping.com.