

We are searching for a motivated Accounting Assistant who has a strong knowledge of accounting principles and excellent time management skills. You possess excellent verbal & written communication skills, are trustworthy, efficient & organized.

You have a passion for excellence, are a team player & have a great work ethic.

**As our Accounting Assistant You will be Responsible For:**

* Conducting monthly reconciliations for all bank accounts
* Completing & submitting government filings
* Entering financial transactions in the company’s ERP system
* Assisting with reconciling inventory discrepancies
* Preparing reports
* Conducting periodic reconciliations of all accounts to ensure accuracy
* Tagging & monitoring fixed assets
* Providing information to the external accountant who creates the company’s financial statements
* Assembling information for external auditors for the annual audit
* Creating costing spreadsheets
* Maintaining the chart of accounts

**Qualifications**

* Bachelor of Science Degree in Accounting
* A minimum of 3 years experience in the accounting field
* Advanced computer skills, specifically Excel