

## **Entry level - Accounting Technician**

### **The Position**

We have an exciting entry level opportunity for an enthusiastic, organized, details oriented individual to join our Business Management Service team. As part of the team, you will be responsible for providing accounting and bookkeeping services to our clients throughout the year including all the functions of a busy finance/accounting department. In addition, you will be preparing financial reports that our clients depend upon.

Duties and responsibilities may include:

- Organization and filing of client information
- Recording revenues and expense using all journals/modules in Simply/QuickBooks
- GST/HST and sales tax reconciliation and preparation
- Payroll preparation
- Bank reconciliation (both manual and software prepared)
- Printing of financial reports
- Identifying capital asset purchases, disposition and recording
- Use of Excel/Word/CaseWare/QuickBooks/Simply/SAP etc.
- Training clients in bookkeeping/accounting
- Travelling to clients' location to perform all of the above if required
- Accounting for investments
- Preparation of T4/T5/T5018/WSIB and similar forms
- Light administrative duties as needed
- And more.

### **The Candidate**

You possess a post-secondary diploma or degree from a recognized business program. You are detail oriented, organized and can work independently. Ability to speak and write in both English and French would be a strong asset. This role is suitable for CPA students not immediately pursuing their public license.

### **The Employer**

We are a well-established mid-size local public accounting firm in Ottawa with clients across Canada. Our clients are small to mid-size private corporations, not for profit and charitable entities, Estates and Trusts and individuals. Our services include accounting, controllership, business management services, financial statement preparation, assurance, income and commodity taxation and more. We are a paperless office that uses and values technology. We put our employees and clients first with very modern, attractive offices. Our people remain the driving force behind our continued success.

Please email [Jobs@andrews.ca](mailto:Jobs@andrews.ca) to apply. Only those selected for an interview will be contacted. We thank you for your time and interest in Andrews & Co. and we look forward to hearing from you.