

## Entry level - Accountant – Hartel Financial Management Corporation

### **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.

### **Key Skills and Responsibilities may include:**

Full cycle accounting, including accounts payable and receivables using Simply/QuickBooks/Adagio

GST/HST and sales tax reconciliation and preparation of government remittances

Payroll preparation

Bank reconciliation (both manual and software prepared)

Printing of financial reports and distribution to various parties

Identifying and processing capital and investment asset purchases, disposition and recording

Liaising and training clients in bookkeeping/accounting

Ability to travel to clients' location to perform all of the above if required

Preparation of T4/T5/T5018/WSIB and similar forms

Light administrative duties including organization and filing of client information

Use of Excel/Word/Caseware/QuickBooks/Simply SAP etc.

Ability to speak French would be considered a strong asset

### **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 Hartel Financial Management Corporation. and we look forward to hearing from you.