



CHARTERED PROFESSIONAL ACCOUNTANTS LLP

## **Bookkeeper / Accounting Technician**

MPW is a fast growing accounting firm looking for a full time experienced Bookkeeper / Accounting Technician in our Strathroy office.

### Key responsibilities include:

- \* Work related to engagement assignments including review, compilation and bookkeeping
- \* Maintenance of general ledgers, bank reconciliations, payroll records
- \* Follow-up with government agencies on issues related to payroll, HST, assessments, business numbers
- \* Provide assistance to clients with accounting software, bookkeeping and data entry as assigned

### Qualifications include:

- \* Minimum 3 years experience full cycle bookkeeping
- \* A solid working knowledge of accounting software such as Quickbooks and Simply Accounting
- \* Experience in TaxPrep and CaseWare would be an asset
- \* Proficiency with MS Office (including Word and Excel)
- \* Knowledge and understanding of required government taxes (HST, payroll, including WSIB, EHT and T4s)
- \* Ability to prioritize workloads, meet deadlines and work under pressure
- \* Outstanding client/customer service skills
- \* Ability to build effective working relationships with clients
- \* Ability to work with minimal supervision
- \* Ability to work independently and within a team environment
- \* Excellent verbal and written communication skills
- \* Good organization and time management skills
- \* A valid driver's licence and willing to travel to client's locations

Remuneration according to experience.

Forward cover letter and resume to [Ivanhaaren@mpw.ca](mailto:Ivanhaaren@mpw.ca)

Closing Date: **December 7, 2018**