The Centre
Skills Development & Training
thecentre.on.ca

Position: Admin Assistant/Bookkeeper/Inside Sales

Company: Mississauga

Location: Mississauga

Posting Date: June 13 2017

Position Type: Full time

Closing Date: June 30 2017

To Apply: vasquezh@thecentre.on.ca

Posting Details:

Company Overview
Company is a developer of inventory control systems for the hospitality industry. The company has been in business since 1987, offering a complete line of bar inventory management products which help manage inventory and deliver profits to our clients. From our headquarters just outside Toronto, Canada, we support a worldwide dealer network and sales team.

Responsibilities include:

Quickbooks – Invoices, Bills, Bank Recs, Expense Accounts, Deposits, Credit Cards, Payroll
A/R - Weekly meeting to review, Collections by phone, email, process credit card payments
Cash Flow – work with president to maintain daily cash flow analysis
Support Contracts – manage renewal process…billing, collecting, updating software
Govt – WSIB, EHT, HST remittances
Health Plan – manage claims for president
Outside office – pick up at suppliers, bank deposits, office supplies. Mileage paid
Travel – book and manage some staff travel arrangements

Requirements:

Reliable transportation or public transit access to our office – car preferred
Excellent working Knowledge of Quickbooks Desktop
Proficiency with MS Office especially Excel
Excellent command of English Languaage, Both written and verbal is mandatory
Require Education - Accounting Certification or Related Education
Minimum 1 Year Quickbooks
3 Year Bookkeeping/Admin Knowledge and Experience
Organized, handle stress, manage multiple tasks, clean workspace, filing up to date

Pleasant demeanor with fellow workers and clients

Compensation:

Depends on experience. $28,000 to $38,000. Optional benefits, two weeks holidays

The Centre for Skills Development & Training works on behalf of employers and job seekers to match candidates to local opportunities.

Post ID: HV201721