

ServiceMaster Restore York Region is located in Newmarket's business district and is one of the largest disaster restoration firms in Ontario. While many companies are downsizing, our company continues to expand at a rapid pace. We are currently looking for a full-time Bookkeeper to join our growing operation.

About the Job Position as a Bookkeeper

As a bookkeeper, our ideal candidate will:

- Be experienced in QuickBooks
- Be familiar and experienced with Accounts Payable, Accounts Receivable and Payroll
- Have basic skill of using MS Office (97-2003 and 2007), especially with Excel and its functions
- Have strong organizational skills
- Be open to learning and training

Your responsibilities will entail:

- Bookkeeping – Accounts Payable and Accounts Receivable
- Payroll hourly, salary and source reductions remittances
- Processing paperwork
- GST remittances
- WSIB remittances
- EHT remittances
- Corporate tax remittances
- ROE processing
- Statement reconciliations (bank/credit card/work in progress)
- Trouble shooting discrepancies
- Providing customer/vendor service to our clients
- Aiding in the preparation for the year-end
- Other required miscellaneous bookkeeping duties

Compensation:

- \$35,000 - \$40,000 a year
- Health and dental benefits upon successful three-month probation period

If you think you have the skills to fulfill this position, please e-mail your cover letter and resume to: inquiry@servicemasterofyr.com

We thank all those who apply, but we will only contact those who qualify for a personal interview.