

## **Bookkeeper / Accountant**

Seeking a mature, experienced, reliable bookkeeper/accountant for a mid sized chartered accountant's office. Our office is located in Thunder Bay.

The successful candidate **MUST** have:

- Canadian experience in public accounting office
- Excellent written and verbal English language skills

Experience in the following:

Quickbooks, Taxprep, Visual tax, Preparation of Personal tax returns - ---  
Preparation of Corporation tax returns  
Preparation of Financial statements T4's, T5's, WSIB, Payroll

The ideal candidate must be able to work 9am to 5pm and have own transportation. During the period between February and April, must be prepared to work extra hours if necessary.

Wage will be determined by level of experience.