

**POSITION TITLE: Bookkeeper/Accounting Admin**

Employment Type (FT,PT,Contract): Full-Time

Rate of Pay: \$18/hour

Job Location: Hamilton, Ontario

Hours of Work: 40hours per week

Start Date: TBD

Application Deadline: July 20, 2018

**COMPANY NAME: LANGTON CLIMATE CARE**

Street Address: 979 Main Street East, Hamilton, ON L8M 1 N2

Phone: 905-312-9644

Fax: 905-312-9633

Email: [info@langtonclimatecare.com](mailto:info@langtonclimatecare.com)

Website: [www.langtonclimatecare.com](http://www.langtonclimatecare.com)

**General Description of Duties:**

The bookkeeper is responsible for maintaining e financial records of the company, including tracking all financial transactions processed through the company accounting software, including but not limited to Accounts Payable, Accounts Receivable, Payroll, Inventory, Banking transactions and reconciliations

**Duties and Responsibilities:**

- Input all business related financial transactions into the general ledger through the company accounting software.
- Process bi-weekly payroll, generating Records of Employment, updating employee contact and banking information
- Regular review of bank and credit card transactions for accuracy
- Accounts Payable - preparation of cheques for expense payments, suppliers, credit cards and vendors
- Government Remittances - process and pay all government remittances, Payroll, HST, WSIB, EHT
- Perform month end duties - review of financial reports to ensure accuracy and validity, run statements for management, reconciliations of banks, petty cash, credit cards, government accounts such as HST, Payroll, WSIB, EHT and other chart of account as recommended by the accountant.
- Prepare statements and reports for the year end to go to the accounting firm
- Enter year end adjusting entries as prepared by the accounting firm
- Liaise with the Accountant during the year end financial statement preparation
- Monitor Cashflows and lines of credits
- Work with management on all financial matters

- **Other duties as assigned by management**

**Skills and Experience Required:**

- **Minimum Grade 12 education with College Diploma in Accounting or Bookkeeping Certificate program**
- **Strong organizational and time management skills**
- **Detail oriented, quick problem solver and easily detect errors or omissions**
- **Excellent interpersonal skills in dealing with internal employees, customers, suppliers and government and professional bodies**
- **Proficient in MS office including Word, Excel and Outlook**
- **Highly knowledgeable in accounting/payroll software**
- **Minimum 3 years previous Accounting/Bookkeeping experience**

**How to Apply:**

**Please Email : [joyce.filice@mohawkcollege.ca](mailto:joyce.filice@mohawkcollege.ca) with your resume and cover letter attached.**

**\*\*\*Please include 'CES\_500 - Bookkeeper/Accounting Admin' in the subject line.\*\*\***

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