



JUNIOR ACCOUNTANT

FINANCE INDUSTRY

Required Qualifications					
<p>Bookkeeping experience a must. General Math Skills ,Accounting ,Deadline-Oriented Reporting Skills ,Attention to Detail ,SFAS Rules Confidentiality ,Coordination ,Thoroughness Quality Focus , Objectivity</p>					
Responsibilities					
<p>Maintains financial records for subsidiary companies by analyzing balance sheets and general ledger accounts. Reconciles general and subsidiary bank accounts by gathering and balancing information. Provides financial status information by preparing special reports; completing special projects. Corrects errors by posting adjusting journal entries. Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations prepaids; analyzing and reconciling retainage and accounts payable ledgers; preparing fixed asset depreciation and accruals. Secures financial information by completing database backups; keeping information confidential. Maintains accounting controls by following policies and procedures; complying with federal, state, and local financial legal requirements. Updates job knowledge by participating in educational opportunities; reading professional publications. Accomplishes accounting and organization mission by completing related results as needed.</p>					
Employment Details					
Wage	\$12/hour	Hours			
Employment Terms	Fulltime				
Major Intersection	Jane/Weston Rd (Toronto)		Public Transit	Yes	
Job Order details					
Job Developer	Ashton Jila	Job Order #	160095	No. Of Positions	1

If you are registered with The Learning Enrichment Foundation: Please call the Job Developer.

If you are not registered: Apply for this position in person at **116 Industry Street** Toronto, M6M 4L8, **Monday to Friday, 9:00am - 3:30pm.**
 Your S.I.N. and an updated resume are required for registration.