



Join the Dream Team!

Position: **Part Time Bookkeeper and Office Administrator**

Location: Windsor, Ontario

We are currently seeking an enthusiastic professional to join our team under the role of Bookkeeper and Office Administrator. Reporting to the President, the Bookkeeper/Office Administrator is responsible for the following:

- Perform bookkeeping and administration services to set up the organization with monthly reports, payroll, and administrative services.
- Responsible for all invoicing of vendors and sponsors and payment of vendor invoices
- Research and ensure that all CRA accounting practices are being met including tracking and remittance of HST.
- Must be self motivated and self directed to organize and set processes and procedures
- Responsible for submitting returns to CRA and Payroll Deduction
- Set up an accounting database (software - quick-books or other)
- Prepares monthly, quarterly and year end statements, T1 Generals
- Monitor and track event revenue and expenses to ensure alignment with approved event budgets
- Assist with client inquiries and directing them to project staff
- Assist with completion of forms, templates and databases
- Schedule meetings and set-up for meetings as needed
- Receptionist type duties: filing, collecting mail, faxing, photocopying, shipping
- Excellent English (verbal and written)
- Able to Multi-Task and work unsupervised as well as in a team

Job Requirements: Qualifications/Skills/Experience:

- Highly motivated individual with a proven track record to deliver results
- Excellent communication skills (both written and verbal)
- Strong time-management and organizational skills to pivot quickly and manage multiple projects, deadlines and priorities within a fast paced, high pressure environment
- Efficiently manage and promptly respond to all incoming enquires and/or requests for information independently or re-direct to the appropriate person/area, escalate issues where necessary
- Superior knowledge of Microsoft Word, PowerPoint, Excel & Outlook
- Creative and innovative thinker
- Professional business presence and acumen
- Self-starter, high level of initiative, proven proactive thinker
- Commitment to customer service (internal and external)
- Post Secondary Diploma

Deadline to apply: Monday February 18, 2019

Please email your RESUME and COVER LETTER to info@webuildadream.com

Please note only those selected for an interview will be contacted.