

**Position: BOOKKEEPER
FULL TIME**

Experience & Skills:

- QuickBooks, Xero & other bookkeeping software
- Related integrated applications
- General accounting
- MS Word, Excel, PowerPoint and Outlook

Responsibilities:

- Bookkeeping: Set-up, Training, Clean-up and/or after the fact
- Tax:
 - Payroll & Sales tax return preparation
 - Collate income tax returns
- Communication with clients

We provide:

- Competitive compensation & benefits
- Flexible schedule
- Comfortable work environment: relaxed, warm, professional
- Opportunities for growth
- Professional development and education
- Supportive team environment

For more information, please visit our website: www.ce-cpa.com

Resume & cover letter may be emailed to admin@ce-cpa.com