

Foley, Broderick LLP is a boutique Chartered Professional Accounting firm located in the Yorkville-Annex neighbourhood in Toronto. Our firm services a wide scope of clients, primarily high-net-worth individuals, successful entrepreneurs and their related private corporations, partnerships, trusts, and not-for-profit organizations on a variety of tax, accounting, assurance, and financial advisory engagements.

Opportunities are available for bookkeepers seeking full-time employment commencing immediately.

Primary Bookkeeping Responsibilities:

- Management of computerized accounting general ledgers
- Produce monthly financial reports through accounting software (QuickBooks, Sage 50)
- Undertake process improvements for efficiencies and effectiveness
- Post, review and analyze journal entries in accounting software package
- Reconcile intercompany accounts between entities
- Record expenses and prepare accounts payable
- Issue computer generated cheques and payments
- Handling of petty cash
- Prepare reports as required

Banking, Cash Receipts and Cash Disbursements:

- Maintain cash receipts journal
- Prepare and make bank deposits
- Maintain cash disbursements journal
- Prepare monthly bank reconciliations
- Preparing and processing payrolls
- Filing and organization of source documents

Secondary Responsibilities:

- Filing and organization
- General office duties, including word processing and data entry

The job requires the use of: Microsoft Excel, Microsoft Word, Sage 50, and QuickBooks. Prior bookkeeping experience is required.

In addition to the primary responsibility of maintaining accounting records the position will require additional responsibilities of file keeping, word processing and other general related administration.

Position available immediately, but start date is flexible for the successful candidate. Compensation commensurate with experience and qualifications.

Please forward your resume by email to Carlo Siccion at CarloS@Foley-Broderick.com. Only successful candidates will be considered.