

Job posting

Written by Administrator

Full time Bookkeeper

We are seeking an experienced bookkeeper to prepare financial statements and tax returns for small business clients on a monthly basis. Proficiency in QuickBooks and payroll processing required. We are seeking a qualified professional who not only possesses the skills, knowledge, and experience required but also has a positive attitude, confidence, and the ability to function well within a team environment. Only highly-qualified candidates will be contacted. Email resume and salary requirements.

SKILLS AND KNOWLEDGE

- Minimum one years of related experience as bookkeeper
- Solid understanding of accounting principles
- QuickBooks Pro Advisor or expert user (you can list the computerized bookkeeping system you use)
- Work independently with minimal supervision required
- Ability to build good working relationships with clients
- Proficient in professional written correspondence
- Ability to function in a fast-paced environment, meet deadlines, and delegate when necessary
- MS Office programs, including Excel and Word
- Preferred Skills and Knowledge
- Prior experience working in a public accounting firm
- Experience in tax return preparation for both individuals and businesses
- Impeccably spoken and written English
- Well organized, accurate and efficient data-entry

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JOB RESPONSIBILITIES AND TASKS

- Full-cycle bookkeeping, payroll and governmental reporting
- Perform bank and credit card reconciliations, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Prepare consolidated financial statements and notes for public listing companies
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- T4/T3/T4A/T5/T5018 and other tax form preparation
- Reconciliation of payroll and remittances, workers' compensation forms, pension contribution forms and other government documents periodically and annually
- Attend client's office to provide bookkeeping support, as required
- Follow-up diligently with clients and external agencies for information
- Provide exceptional client service with impeccable communication, courtesy and respect,

- Complete files accurately with keen attention to deadlines, budgets and recovery,
- Maintain up-to-date accounting and tax knowledge by participating in external and internal training, as required
- Adhere to all professional obligations and ethical standards
- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports.

1112 Financial Analyst

Job Description

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The financial analyst will work directly with the company's corporate clients that are based in overseas, mainly in China. He/she will be part of a team conducting due diligence studies and preparing financial reports on overseas corporate clients who intend to acquire a business or establish their business in Canada. The financial analyst collects and analyzes financial information such as economic forecasts, trading volumes and the movement of capital, financial backgrounds of companies and historical performances to provide financial advice for their company's clients.

Main duties

1. Examine and analyze the financial records of the company's corporate clients and prepare financial reports and findings as part of the due diligence requirements
2. Evaluate financial risk, prepare financial forecasts, financing scenarios and other documents concerning capital management, and write reports and recommendations for overseas-based corporate clients
3. Plan short- and long-term cash flows and assess financial performance
4. Analyze investment projects and offer solutions on business plan and proposal
5. Advise on and participate in the financial aspects of contracts and calls for tender
6. Follow up on financing projects with financial backers
7. Develop, implement and use tools for managing and analyzing financial portfolio
8. Assist in preparing operating and investment budgets
9. Conduct industrial analysis and formulate financial strategies for clients by effectively considering clients' needs and demands vis-à-vis the services provided by the company
10. Act as liaison between the company and its overseas-based corporate clients.

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QUALIFICATIONS

Experience

- Has the designation of CPA (Canada or Overseas)
- Fifteen or more years of experience working in an accounting or financial department of company
- Worked in the different industries and had the diversity industry experience
- Worked for the public traded corporations.
- Has the experience in large sized company and is familiar with the financial procedure for internal auditing and information disclosure
- Has the working experience in a multinational corporation.
- An excellent working knowledge of financial systems for Chinese corporations is an asset.

Education Requirements

A bachelor degree in finance or accounting is required, master degree in business / financial is an asset

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Essential Skills

- High proficiency in computer use – Microsoft office suites particularly Excel
- Proven organizational, analytical and problem-solving skills
- Excellent interpersonal skills, ability to work well as part of a team
- Demonstrated ability prioritize tasks, work in a multitasked, fast-paced environment with attention to deadlines and details
- Extensive experience in finance working with international company/ies is an asset

Language

Strong oral and written communication skills in English; proficiency in Mandarin is an asset.

LOCATION Richmond, B.C.

SALARY \$36.50 per hour; 35 hours per week

TERM Permanent, full-time

BENEFITS

Benefits as mandated by law. Extended medical, dental, life insurance, long term disability and accidental death and dismemberment after 3 months.

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START DATE As soon as possible

HOW TO APPLY

Email: satzyl.recruit@gmail.com