



Position available at our Cannington office:

Our Cannington office is looking for a part time office and client accounting clerk.

Position will be responsible for office duties including:

- communication with clients, government agencies, and others
- Filing, office document management, internal database updating, and other general office operations maintenance
- Client billings and receivables
- Bookkeeping and accounting work on client files including reconciliation of client accounts.
- Preliminary compilation work on personal income tax returns (T1) and support work for corporate tax returns (T2)

Knowledge of bookkeeping, basic accounting, and personal taxation an asset.

Hours will fluctuate from week to week. Some off-site work may be involved at our Orillia office. Ability to work with little supervision is a must. Excellent communication, computer skills, work ethic, and ability to function well under deadlines is important.

Training will be offered in some aspects of position. Wage will be commensurate with abilities and experience. Interested individuals should forward their resume with cover letter and references to walter@wgscma.ca or fax to 705-432-8450.

ORILLIA

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CANNINGTON

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