



ACCOUNTING ADMINISTRATION ASSISTANT POSITION AVAILABLE

Dynasty Bathrooms and its growing business is looking for an Accounting and Administration Assistant.

Initial duties include:

- Reconciliation of daily sales
- Processing of accounts payable
- Timely payment to vendors and reconciliation of their monthly statements
- Vouchering invoices and purchase orders and receiving of inventory into POS system
- Inventory data maintenance and entry for inventory and POS system
- Bank reconciliation
- Balance sheet account reconciliations
- Filing and misc admin duties

Looking for a hard worker with basic accounting knowledge and the desire to learn.

If you consistently demonstrate a high level of accuracy and detail and are able to perform your duties in a busy environment with the ability to prioritize and multi-task while consistently meeting deadlines, we would like to meet with you to discuss this position.

Computer experience, including knowledge of Excel, required. Previous experience with Simply Accounting (Sage) would be considered an asset, but not essential.

We offer a great work environment, flexible hours and group insurance benefits after 3-months.

Please email your resume and cover letter stating salary expectations lisa@dynastybath.com.

We thank all applicants that apply however only those candidates of interest will be contacted.