



## Job description

### About us

Concierge 4 B2B is the hiring agency working on behalf of our client.

### Duties:

As an Accounting Assistant, you will be responsible for a variety of financial and administrative tasks to support the accounting department.

Your duties will include:

- Bookkeeping, reconciliations, preparing records for non-profit and for-profit companies.
- Utilizing different types of accounting software
- Providing administrative support to the business owner, as needed

### Requirements:

To excel in this role, you should meet the following requirements:

- Proficiency in financial services and accounting principles
- At least 3+ years' experience with QuickBooks or other accounting software
- Strong financial acumen and attention to detail
- Ability to perform 10 key typing accurately and efficiently
- Prior experience in accounts receivable or accounts payable is preferred

This position offers an exciting opportunity for individuals with a passion for finance and accounting to contribute to the success of our client's organization.

Part-time

Pay: \$18.00 - \$20.00 per hour DOE

Expected hours: 16 hours per week

Monday to Friday

Work Location: In person (possibility for hybrid working once established)

Temp-to-Hire position for 12 weeks

After the first 12 weeks, you may have the opportunity to be hired permanently.