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In Your Community
For Your Community

Bookkeeping Assistant

We are seeking a Bookkeeping Assistant with proven ability to complete administrative and accounting duties in an efficient and professional manner.

Duties:

- AR/AP Responsibilities
- Invoicing and Data Entry
- Receive and Handle Client Accounting Calls
- Other Duties as Assigned

Minimum Qualifications:

- Experience with Microsoft Office
- QuickBooks Desktop
- Excellent Telephone Etiquette
- Organizational Skills
- Team Player
- Attention to Detail
- Minimum High School Diploma

Please submit a cover letter and resume by Jan 14.

Hours: approximately 30 / week

Horizon Quest Inc. based in Fergus, Ontario, offers inspiring career development training and business support services through a diverse portfolio of educational and general interest seminars, training programs, webinars and print advertising vehicles/mediums to the small-sized business and rural communities.

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For your community, in your community

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