**Accounts Associate**

**Job Category:** Accounting **Location:** Fergus

**Reports To:** CFO **Updated:** Mar 2020

**Summary Statement:**  Accounting Personnel with proven ability to complete accounting duties in an efficient and professional manner. Maintain and enhance customer and community relations. Ensure Accounting Procedures are completed & carried out in a timely manner.

**Essential Job Functions:**

* Promotes and maintains a positive image for the businesses; enhances the workplace general appearance and provides a pleasant working environment;
* AR/AP Duties
* Invoicing & Data Entry
* Receive & Handle client accounting calls
* Monthly Reconciling & Projections Reports
* Administrates documents and reports for management
* Payroll
* Business Legalities- insurance, taxes, registrations
* Instruct Quickbooks Training Courses
* Other duties as assigned

**Minimum Qualifications and Skills:**

* Experience with Microsoft Office
* Experience with Quick-books
* Experience with online Quick-books an asset
* Excellent telephone etiquette
* Organizational skills
* Team Player

**Salary Range: $14-20/hr**