



Accounting Assistant

Description

We are seeking a highly motivated Accounting/HR Assistant to join our team. The Accounting/HR Assistant will support the HR and Accounting manager in managing day-to-day administrative tasks. The ideal candidate will be highly organized, detail-oriented, and able to multitask in a fast-paced environment.

Duties

- Assist with the recruitment process, including posting job openings, screening resumes, scheduling interviews, and conducting reference checks
- Assist with onboarding new employees, including preparing new hire paperwork, conducting new hire orientations, and coordinating training schedules
- Maintain employee files and ensure compliance with all HR regulations and requirements
- Assist with payroll processing and ensure accurate and timely payment of employee salaries
- Assist with accounts payable and accounts receivable processes, including invoice processing, payment processing, and account reconciliations

Closing Date

February 18, 2024

Categories

Business, Finance and Administration

Employer

Aurora Recovery Centre

Location

Rural

Address

20025 Lakeside Rd Gimli, R0C 1B0

Job Type

Full-time

Education Level

High School

Wage

\$23.00 - \$25.00

Email

- Manage office supply inventory and order supplies as needed
- Provide general administrative support to the HR and Accounting departments as needed

Qualification

- High school diploma or equivalent required; College or University degree in HR, Accounting, or related field preferred
- Quickbooks online experience
- 1-2 years of Accounting experience preferred
- Excellent organizational and time management skills
- Strong attention to detail and accuracy
- Strong written and verbal communication skills
- Proficient in Microsoft Office, including Word, Excel, and PowerPoint
- Ability to work independently and as part of a team

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Phone

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