

Job description

The best opportunities to let your knowledge, talent and skills flourish.

M.I.A.G.E. BUSINESS SOLUTIONS INC. (Accounting Firm):

A key priority for MIAGE is to provide full accounting support to the small and medium size businesses. We will use technology, standardized processes, and best practices to deliver high quality services to our clients. Joining this growing team and be part of our business will provide an opportunity to play an important role in how our Accounting department delivers client service.

The Opportunity: Bookkeeper and Accountant

Based in Pointe-Claire, QC, as a Bookkeeper and Accountant your primary role will be to provide full cycle accounting and bookkeeping to our small and medium size businesses. Part of your tasks will be the preparation of a potentially wide range of financial documents and data, including financial statements. This may include drafting documents and preparing material for clients. You need to be able to work independently as well as within a team. Flexible hours and weekend works may be required.

Employment type: Permanent and Full-Time / Contract and Part-Time

Responsibilities:

In the role as a **Bookkeeper and Accountant** you will

- Review, Collect, Organize and do the detailed bookkeeping for clients
- Prepare payroll and remittances to governments
- Prepare and file GST QST reports with governments for each client
- Identify outstanding information on files and logging requests for information
- Prepare year-end journal entries and financial statements information

Experience/Education:

- You have more than 5 years' work experience in the accounting and related field
- You have graduated degree or diploma program in accounting with experience as bookkeeper and accountant for different industries.

Requirements:

- You have a high interest in business and absolutely love working with numbers; prior bookkeeping experience and accounting software experience is a must.
- Detail is your middle name; you are well organized and have the ability to work effectively under tight deadlines
- You are comfortable working with many sources of technology including MS office (excel) and are a quick learner when introduced to the latest and greatest
- Grace under pressure; you are the one who always keeps your cool with a "Can-Do" attitude, even as the pace speeds up. You have the ability to work independently to meet deadlines, prioritizing work and multi-tasking no matter what the task or how fast the pace
- We've laid out a documented process or guideline, no problem, you are happy to follow it to the letter, getting the job done, delivering high-quality results... but you also don't hesitate to speak up if you have ideas of a better way
- You are comfortable working paperless, completing tasks online
- You are adaptable and love to learn new things (tasks, technology, you name it, you are ready for it)
- Being a team player really means something to you; you are a positive force in your work environment and build solid relationships with team members
- You must be fully bilingual
- You must be familiar with full cycle accounting and accounting software (Quickbooks Desktop, Quickbooks Online, Sage 50, Xero and similar software)

- You wish to work remotely within an active team
- You meet most of the criteria above – we really want to meet with you - and soon!

Why Work for M.I.A.G.E. Business Solutions Inc.

Our employees make an impact with their dedication to client service, creativity, and high performance. Whatever your passion is, be part of a dynamic, inclusive workplace environment, where you are valued for the unique contribution you bring.

We thank you for your interest; however, only candidates selected for interviews will be contacted for follow-up.

www.miagesolutions.com

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