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# Accounting Assistant

**Employer:** Mike Moore Construction Ltd.  
**Posted:** 4 weeks ago  
**ES Job ID:** 15492  
**Sector(s):** Accounting, Office & Administration  
**Salary:** 34

**Closing Date:** May 17, 2024  
**Location:** Sault Ste. Marie  
**Duration:** Full Time

## Job Description:

Experienced Accounting Assistant  
Well versed in English; both written & spoken  
Punctual, polite & cordial when answering the phone  
Follows directions & office procedure practices that are in place  
Have a minimum of 5 years accounting experience  
The wage will be based on the individual's qualifications plus 11% Vacation Pay  
Monday-Friday 8-4, 35-40 hours per week  
3 month probation, after which registered pension plan will commence & will be eligible for group plan

## Required Skills:

Well experienced in the knowledge of:  
Sage 50 Quantum Accounting  
Accounts Receivable Entries & Receivable Direct Deposits  
Accounts Payable Entries & Payment by Direct Deposits  
Payroll  
Jobcosting  
Government Entries & Remittances  
Monthly Reconciliations  
Online banking, EFT, Interac  
Word, Excel Spreadsheets, etc.  
Outlook 365

## How to Apply:

Please provide references with resume  
Only successful candidates will be contacted for an interview  
Tentative start date Monday, May 17, 2024

Email Fern Moore [fernmoore@mikemoore.ca](mailto:fernmoore@mikemoore.ca)

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