

Accounting/Admin Assistant

Seeking an organized, hardworking and dedicated Admin / Finance Assistant to support the team. The individual must be able to manage multiple tasks simultaneously and a strong attention to detail. As the Admin Finance Assistant, you will be an integral part of the team, responsible for assisting with day-to-day Accounting Duties as well as helping to ensure a smooth running office environment.

Knowledge Skills and Abilities

- Ability to prioritize and handle multiple assignments in a fast-paced environment.
- Strong customer service skills.
- Experience working in a team setting with people of diverse backgrounds/circumstances.
- Excellent verbal and written communication skills.
- High degree of accuracy and dependability in written work.
- Highly organized with exceptional attention to detail.
- Strong computer skills including MS Word, Excel, Outlook and PowerPoint.
- Accounting experience using Business preferred

Personal Attributes and Values

- Impeccable integrity and honesty.
- Strong work ethic with an orientation towards process improvement.
- Proactive problem solver.
- Ability to work both independently and in a collaborative setting.

We are an equal opportunity employer, which means we comply with all federal, state and local laws that prohibit discrimination when making all decisions about employment. As equal opportunity employers, our policies prohibit unlawful discrimination on the basis of race, religion, color, national origin, ancestry, sex (including gender and gender identity), pregnancy, childbirth and related medical conditions, age, physical or mental disability, medical condition, genetic information, marital status, sexual orientation, citizenship status, AIDS/HIV status, political activities or affiliations, military or veteran status, status as a victim of domestic violence, assault or stalking or any other characteristic protected by federal, state or local law

Job Types: Full-time, Part-time

Salary: Negotiable

Company Benefit Program

Job Type: Full-time

DARMAGA HARDWOOD FLOORING – JOB POSTING

Schedule:

- Monday to Friday

Experience:

- Bookkeeping: 1 year (Required)
- Accounting: 1 year (Required)
- Payroll: 1 year (Preferred)

Job Duties:

- Accounts receivable
- Cost reduction proposals
- Reviewing and maintaining internal controls processes and systems
- Presenting budgets and reports to upper management
- Monitoring company accounts and conducting quarterly reviews