



Position: Bookkeeper (Administrator 1)

As the world's largest graffiti removal company and one of Canada's fastest growing companies, we are currently seeking a hardworking, dynamic, motivated person to fill a full-time position within our organization as a Bookkeeper. This is an intermediate level position with minimal supervision. For more information about our organization please go to www.goodbyegrffiti.com.

As Bookkeeper, your work includes invoicing, accounts payables, accounts receivables, bank deposits, bank reconciliations, and government remittances.

Our ideal candidate must:

- Have 1 to 2 years of bookkeeping experience
- Work independently and perform all aspects of bookkeeping
- Possess a working knowledge of Microsoft Office and QuickBooks
- Possess strong customer service skills
- Have excellent communication skills both verbal and written

Hours of Work:

- Monday to Friday, 40 Hours a week

Compensation:

- Dependent on Experience.

If you are interested in a career with our growing company, please email your cover letter and resume to amoscrop@goodbyegrffiti.com

No phone calls please.