



**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](http://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.