

JOB TITLE:

# Bookkeeper/Accounting Technician

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COMPANY:

**Gallant Moving & Storage Ltd.**

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LOCATION:

**Summerside , PE**

Bookkeeping functions for two companies.

Qualifications:

College or other non-university certificate or diploma from a 1 to 2 year program or equivalent experience. 3 or more years bookkeeping experience. Bondable.

Responsibilities:

- Calculate and prepare cheques for payroll.
- Manage accounts payable and receivable.
- Post journal entries and reconcile banks.
- Maintain general ledgers and reconcile trial balance accounts.
- Proficient in use of Sage (Simply Accounting) and Microsoft Excel.
- Ability to prioritize and multitask.
- Knowledge of Standard Accounting Principles.

Personal Suitability:

- Accurate and detail oriented.
- Organized.
- Dependable.
- Good communication skills.
- Team player.

Salary and benefits:

- \$18 - \$20 per hour. 20-35 hours per week
- Group insurance benefits available.

**TO APPLY:**

Please forward cover letter and resume to [dale@gallantmoving.com](mailto:dale@gallantmoving.com)