



Bookkeeper/Administrator

About us:

The Bargains Group's purpose is to help the most vulnerable. We are an award-winning discount wholesaler and a one-stop shop, servicing retailers, Non-Profits and Social Service Agencies including Red Cross, Canadian Mental Health Association, Salvation Army, United Way, etc. Over the past 30+ years we have created a fast paced, passion driven culture focused on making a positive impact across Canada!

About the position:

We need an excellent communicator, who can conduct themselves in a professional manner; someone who is accurate, pays close attention to detail and is results driven with a minimum of 3 years of Bookkeeping experience. A critical thinker who is excellent at managing their time with great problem-solving skills will be a great fit. You will be working out of our Caledonia Road offices 3-5 days a week. This position will be part time or full-time depending on the candidate.

Responsibilities:

- All general functions of a bookkeeper
- Oversee day to day sales/purchasing transactions
- Preparing payroll and bank reconciliations
- Calculating sales commissions
- Overseeing AP and AR
- Prepare and submit sales tax government remittances: HST & GST etc
- Maintain records/reports i.e intercompany transfers
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends
- Comply with federal, provincial, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions
- Liaise with accounting firm when needed re: monthly and year end reconciliations and reporting
- General office duties as required
- Contribute to team effort by accomplishing related tasks as needed



Qualifications:

- Post-secondary education required, as well as 3+ years' experience and proven success in Bookkeeping
- Fantastic administrative, organizational skills coupled with an exceptional attention to detail
- Ability to multi-task in a fast-paced environment
- Experience using Microsoft Office, Outlook, Business Vision or similar accounting/inventory software
- Experience with Infusionsoft CRM or equivalent is an asset
- Experience working in an entrepreneurial team environment is a bonus but not necessary
- Self-driven and goal oriented with the desire to exceed expectations and meet new challenges
- Self-confident with exceptional oral and written communication skills

Bargains Group's core values are:

- **We consciously care (We give a sh*t).**
- **We are community builders.**
- **We make a positive impact.**

While we thank all candidates for their interest, only those individuals selected for an interview will be contacted.

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