



## Finance and Bookkeeping Intern

Bargains Group – TORONTO, ON

### About the position:

This role is an in person position. You will be working at our flagship Toronto office. We need an incredibly organized, self-motivated, multitasking, passion-driven individual, with a professional demeanor and excellent communication skills. Someone who has great problem-solving skills and pays high attention to detail and loves making an impact will be a great fit.

### **As a Finance and Bookkeeping Intern, you will:**

- Assist in maintaining organized and accurate financial records, including filing and archiving documents.
- Input financial transactions into accounting software accurately and in a timely manner.
- Assisting finance team members with special projects, research assignments, and presentations as needed.

### **Qualifications:**

- Currently enrolled in a relevant degree program.
- Excellent communication and interpersonal skills.
- Eagerness to learn and adapt in a fast-paced environment.
- Ability to work independently and as part of a team.
- 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.

### **What you'll get:**

- Exposure to a diverse range of tasks and responsibilities within the field.
- Mentorship and guidance from experienced professionals.
- Opportunity to contribute to process improvements and innovative solutions.
- Potential for future career opportunities within Bargains Group.