Bookkeeper Position

Immediate opening for Bookkeeper for Chinese owned business.

* Perform general bookkeeping duties using QuickBooks software
* Perform financial data input, reconciliation, and record keeping
* Process accounts receivable and payable
* Organize and provide documents and information to outside company for payroll preparation
* Organize and provide documents and information to CPA firm for tax preparation
* Chinatown work location
* 40 hours, 5-day work week
* Other relevant duties as assigned

Qualifications and Compensation:

* Mature, fast learner with attention to details and organized work habits
* Ability to communicate in Mandarin and/or Cantonese
* Basic English communication skills
* Knowledge of QuickBooks required
* Salary range $40,000 - $48,000 per annum depending on qualifications and experience
* Health benefits available

簿記員職位

華人企業現急聘簿記人員。

* 使用QuickBooks軟件執行一般簿記職責
* 執行財務數據輸入、對賬和記錄保管
* 處理應收和應付賬款
* 組織提供文件和信息給外部公司進行工資準備
* 組織提供文件和信息給會計師事務所進行稅務準備
* 工作地點：唐人街
* 每週40小時，5天工作制
* 其他相關職責按指派執行

資格和薪酬：

* 成熟、學習迅速，注重細節和有組織的工作習慣
* 能以普通話和/或廣東話進行溝通
* 基本的英語溝通能力
* 需要具備QuickBooks知識
* 薪酬範圍為每年$40,000 - $48,000，視乎資格和經驗而定
* 提供保險福利