

JOB POSTING	
Company Name	Emergenetics Ontario
Contact Name / Title	
Tel / Email / Website	
Address/Intersection	
Job Title	Book-keeper
Part-time/Full-time/Co-op/Intern	Part Time
No. of hours / week	4 hours a week for summer; 4 hours a month starting September
Start Date	immediately
End Date	ongoing
Salary hourly/annually	\$13 hour
Reports to	
Car Required?	No but must have the ability travel periodically to Emergenetics Office in Milton
Company Profile	
Emergenetics is a human capital development company, providing a simpler, easier way to understand people. From developing individuals, teams and leaders, our solutions are built on robust psychometric research that maximizes human performance. Emergenetics International is a worldwide organization and over 79 countries have benefited from the Emergenetics suite of solutions.	
Project Type & Description	
Looking for a bookkeeper to bring books up to date and maintain book-keeping on part time basis after	
Job Duties & Responsibilities	
<ul style="list-style-type: none"> • Record cash receipts, credits and debts in Accounting software • Records all monthly expenses • Conduct a monthly reconciliation of every bank account • Conduct periodic reconciliations of all accounts to ensure their accuracy • Issue financial statements • Provide information to the external accountant who creates the company's financial statements • Calculate and issue financial analysis of the financial statements • Process payroll in a timely manner 	
Skills & Qualifications	
<ul style="list-style-type: none"> • The bookkeeper candidate should have or in the process of obtaining a degree or program in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. • Preference will be given to candidates with a working knowledge of QuickBooks Online accounting software package. 	
Other Information	
<ul style="list-style-type: none"> • To bring the books up to date. The hours in the initial two months will be significantly higher than ongoing work. • Training in product and services will be provided • Reference letter will be given after assignment 	