



**FOUR SEASONS**<sup>®</sup>  
SUNROOMS & WINDOWS.

**(519)680-3330**

**Info@sunroomdesign.com**

## **We're Hiring!**

**The bookkeeper job description entails the following duties, tasks, and responsibilities:**

- Maintain and correct books of accounts
- Keep track of all payments, receivables, and revenues
- Prepare journals, receiving documents and bills
- Prepare purchase orders and correspond with vendors on the same subject
- Prepare payroll reports, tax deductions and tax returns as required
- Gather outgoing mail for the finance department (i.e., purchase orders, checks)
- Additional general office work

Position is part time: Monday – Friday (9:00 – 1:00 pm), 20 hours per week

Simply Accounting Sage Software experience an asset.

**PLEASE SUBMIT APPLICATIONS TO [INFO@SUNROOMDESIGN.COM](mailto:INFO@SUNROOMDESIGN.COM)**