

# Part-Time Intermediate Bookkeeper

Bennett Design Associates – Greater Toronto Area, Ontario

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Bennett Design is looking for a motivated, detailed oriented team player to support our Finance Department working 3 days per week at our Uxbridge location. Bennett Design is an award-winning Interior Design firm known for its creativity and client focused solutions. We strive to create a work environment focused on work-life balance, positive attitude and a commitment to making the world a better place. If you are interested in helping foster these great company values, consider applying!

## Key Responsibilities:

Serving as a point of contact for internal and external clients of the firm with respect to financial reporting, the primary responsibilities of the Intermediate Bookkeeper will be the full accounting cycle, including:

- Accounts Payable & Accounts Receivable
- Invoicing
- Administration
- Financial Reports
- Government Remittances
- Payroll

## Key Competencies:

- Demonstrated knowledge of financial concepts, practices and relevant legislation
- Proven ability to analyze and organize financial data in order to generate reports
- Exceptional communication and interpersonal skills and the ability to work effectively with all levels of an organization
- Highly organized with a strong attention to detail
- Demonstrated ability to foresee problems and act on them
- Strong analytical skills and a broad understanding of the business to effectively interpret and anticipate needs
- Strong team-player that thrives in a team environment

## Required Knowledge & Qualifications:

- A degree/diploma in Accounting
- 5+ years of experience preferred
- Payroll experience required
- Proficient in MS Office (particularly Excel), QuickBooks and QuickBooks Online (QBO)

## Position Details:

- 3 days per week (potential for the role to increase to full-time in the future)
- Compensation dependent upon qualifications and experience

Qualified candidates may send their applications including a resume and cover letter with relevant experience to [careers@bennettdesign.ca](mailto:careers@bennettdesign.ca)

*Bennett Design is committed to providing an accessible workspace. Accommodation is available upon request for candidates taking part in all aspects of the selection process. Should you require accommodation please notify us.*



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