Administrative Officer

A&J Chartered Professional Accountants

Job ID
40115

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LOCATION	DATE POSTED	EXPIRY DATE
418 Iroquois Shore Rd., suite 204, Oakville, ON| Ontario	19-05-2026	15-11-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $57,000 per annum	1 to less than 7 months	College/CEGEP

Job Details

A&J Chartered Professional Accountants are looking for a full time Administrative Officer for 418 Iroquois Shore Rd., suite 204, Oakville ON L6H 0X7 Canada. There is 1 position available.

Hours of work are 30 hours per week Mon-Fri (overtime paid after 44 hours/week). Pay is $57,000 for the year. Successful candidates will speak English. Completed post-secondary at a college or bachelor level in a related field is required. Minimum work experience is 6 months hands on experience.

Please send resumes via email to ajaradat@aandjcpa.ca

Job Description

Main duties and responsibilities are as follows but not limited to:

• Oversee and coordinate office administrative procedures and review, evaluate and implement new procedures
• Establish work priorities, ensure deadlines are met and assist with coordinating workflows related to bookkeeping, payroll, and accounting services.
• Coordinate and plan for office services, equipment, supplies, forms, parking, maintenance and security services
• Conduct analyses and oversee administrative operations related to accounting services and bookkeeping
• Assist in preparation of operating budget and maintain inventory and budgetary controls
• Assemble data and prepare periodic and special reports, manuals and correspondence; collect and organize clients' documentation
• Provide necessary administrative support to accountants and bookkeepers

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