

**Willow Publishing is seeking a full time Bookkeeper and Receptionist  
to work 40 hours a week**

**Job Duties:**

- Recording daily financial transactions
- Responsible for A/P and A/R, weekly payroll, HST and payroll related remittances
- Bank and GL account reconciliations
- Daily post office run and bank deposit
- Greeting customers and answering phones
- Assist with in-take of orders and customer order pickups

**Qualifications:**

- College diploma in Accounting or related experience
- Experience working with SAGE 50 Premium Accounting, MSOffice, Adobe Suite
- Attention to detail
- Take pride in your work
- G licence and clean driving record
- Criminal Record Check upon offer of employment

**Additional Information:**

- Hours are 40/week (days, Monday to Friday)
- Wage will be based on experience with a starting wage of \$19.50 per hour

**Apply by email to [simone@willowpublishing.com](mailto:simone@willowpublishing.com) or fax 613-475-2927  
or in person to Willow Publishing 15681 County 2 Rd, Brighton, ON**

This job advertisement has been provided by an external employer. Career Edge is not responsible for the accuracy, authenticity or reliability of the content. Cette offre a été fournie par un employeur externe. Career Edge n'est pas responsable de l'exactitude, de l'authenticité ni de la fiabilité du contenu.