
Job Description

Position: Full-Time Bookkeeper

Company: Oulahen Team Realty Inc.

Location: 4685 Yonge Street, Toronto

Start Date: Immediate

Status: Permanent, full-time

Compensation: Salary – TBA

The Oulahen Team Realty Inc. has an exciting opportunity for a full-time Administrative Assistant to join our family-owned real estate business in the Yonge and Sheppard area. Become part of our growing team!

We are looking for a well-organized, detailed oriented, flexible, outgoing team member to perform and manage an array of responsibilities including organizing all aspects of the listing process, managing office systems, maintaining a client database and providing excellent customer service, and occasional staging. Must possess the ability to handle a variety of tasks in a fast-paced environment with strong attention to detail.

RESPONSIBILITIES:

General Administrative:

- Drafting e-mails and general documents
- Scanning and filing documents
- Answering phones, when necessary
- General office tasks

Bookkeeping:

- Limited payroll responsibilities
- Maintenance of accounting records
- Financial record-keeping
- Balance and maintain accurate ledgers
- Coordinate bank deposits and report financial results on a regular basis to management
- Monitor office expenses

Property Management:

- Collection of rent
- Deposit of rent

Technological Office Support (as needed):

- Support and assistance with troubleshooting network systems, operating systems, and printing needs

Language Requirements:

- English

QUALIFICATIONS:

- Minimum of 3 years of relevant accounting and bookkeeping experience, preferably more than 3 years, or relevant accounting and/or bookkeeping Diploma or Degree
- Proficient in QuickBooks, and other bookkeeping software
- Strong analytical and organization, prioritizing skills
- Strong proofreading and editing abilities
- Pleasant and professional telephone manner
- Proven experience in client relations and administration
- Self-motivated with aptitude for problem solving
- Enthusiastic, trustworthy, accountable team player
- Capacity to maintain and develop new office systems with initiative
- Ability to thrive in a fast-paced office environment, working both collaboratively and independently, to meet deadlines on multiple projects simultaneously
- Experience working with MS Office suite (Windows Office, Excel, PowerPoint, Word), as well as Adobe software and other programs as required
- Driver's Licence an asset

If you are interested in this role, please include your cover letter and resume in PDF format addressed to Jeff Oulahen.

We thank all applicants for their interest in this position. However, due to the volume of applications we receive, we are only able to contact those candidates selected for interview.

Benefits:

- Company events & social hours
 - On-site parking
 - Vacation & paid time off
- Job Types: Full-time, Permanent