



## Bookkeeper

Posted by MTFX Inc.

**Posting Date :** 16-Aug-2025

**Closing Date :** 12-Feb-2026

**Location :** North York Ontario

**Salary :** \$36.00 Per Hour

### Job Requirements

- **Education:** College program in Bookkeeping/Accounting or any related field
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5233060

### Job Description:

**MTFX Inc.**, located at 401-18 Wynford Dr., North York, ON M3C 0K8, Canada, is seeking a qualified and experienced Bookkeeper to support the accounting department in handling daily financial transactions and performing essential administrative tasks.

**Job Type:** Permanent, Full Time Position;

**Language Requirement:** English both verbal and written;

**Experience:** 1-2 years' experience with accounts payable, accounts receivable, payroll and general ledger;

**Education:** College program in Bookkeeping/Accounting or any related field

**Salary:** \$36.00 per hour for a minimum of 35 hours per week; Overtime will apply after 44 hours per week;

**Benefits:** (Health, Dental and Medical) after three months

**Job Duties of this position include:**

Conduct outbound calls to clients regarding invoices and payments, ensuring timely resolution of outstanding balances.

Serve as the first point of contact for finance-related client issues while maintaining strong client relationships.

Collaborate with Sales, Finance, and Customer Success teams to support smooth cross-

functional operations.

Generate, track, and reconcile invoices in coordination with the accounting team.

Maintain accurate financial records and manage accounts using both manual and digital bookkeeping systems.

Record financial transactions, balance accounts, prepare trial balances, and create financial statements.

Calculate and process payroll, as well as prepare and issue payments for utilities, taxes, and other expenses.

Complete and submit required government forms, including tax filings, workers' compensation, and pension contributions.

Support bookkeeping and general accounting tasks as needed.

Assist the Accounting Manager with audit preparation, budget support, and financial reporting.

Generate regular financial and accounting reports, compiling relevant statistics and summaries.

Provide general administrative support including document retrieval, data entry, filing, and other office management duties.

Perform additional ad hoc responsibilities as assigned.

**Additional Skills:**

Knowledge of bookkeeping practices, accounting principles and procedures

Knowledge of relevant computer applications

High degree of accuracy and attention to detail

Excellent Communication skills

To be considered for this position please email resumes to: [mtfx\\_employment@mtfxgroup.com](mailto:mtfx_employment@mtfxgroup.com)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [mtfx\\_employment@mtfxgroup.com](mailto:mtfx_employment@mtfxgroup.com)**

**Posted on Disabled job Portal**