



accounting technician

Posted by HiTech Bay Inc

Posting Date : 01-Dec-2025

Closing Date : 30-May-2026

Location : Scarborough

Salary : \$37 Per Hour

Job Requirements

- **Education:** College diploma
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1696520

Job Description:

Accounting technician responsibilities:

- Core accounting and bookkeeping duties, including general ledger maintenance, full cycle accounts receivable and accounts payable processing, preparation of account reconciliations, journal entry preparation and posting, payroll administration, GST/HST, EHT and WSIB reporting and filing, T4 and T5 tax slip preparation and filing.
- Preparation of interim monthly and quarterly financial statements.
- Assist in preparing year-end assurance (audit and review) and compilation files with other staff and partners.
- Participate in the preparation of T1 personal tax returns.
- Liaise with clients in support of accounting-related functions.
- Assist in maintaining firm files in a paperless environment.
- Provide support for administrative duties.

Full-time permanent employment

Requirements:

Completion of secondary school and completion of a college program in accounting, bookkeeping or a related field

1+ years of experience

Location:

390-10 Tapscott Road Scarborough, ONM1B 2Y9

Salary: \$37.00 per hour

Please send your resume to hitechbayhr@gmail.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: hitechbayhr@gmail.com

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