

Accounting Administrator

**GolfNorth Properties has an exciting opportunity in our accounting department!
This position is Monday - Friday, 8:30am - 4:30pm.**

We are an established golf course management company in the Waterloo area and we are looking for a hard-working and professional applicant to become an Accounting Administrator starting as soon as possible.

Please read the qualifications carefully before applying with your resume.

Pay: \$15 - \$18 per hour, depending on experience

Job Description:

Tasks cover a broad spectrum relating to general accounting and various administrative duties.

- Recording and posting of vendor invoices at a timely manner
- Billing / Invoicing
- Clerical duties including data entry, photocopying, mail distribution and filing

Qualifications:

- A diploma in a related discipline an asset
- Must have good Accounting knowledge.
- Capability to maintain a high level of accuracy in preparing and entering financial information
- Strong analytical, technical and problem solving skills
- Excellent organizational and time management skills
- Excellent interpersonal and customer service skills
- Good communication skills, both written and oral
- Strong writing, proof-reading and typing accuracy
- Responsible and reliable individual.
- Capability to work independently, self-starter, energetic with positive attitude
- Problem solving & Decision making skills

If this sounds like you, apply today!