

Wells Business Solutions is looking for up to two (2) new people to join our team:**Bookkeeping & Admin**

We have an immediate opening on our team for someone who:

- Is proficient in QuickBooks Desktop and/or QuickBooks online
- Has experience bookkeeping with different kinds of businesses and ideally payroll
- Understands the basics of financial statements
- Is professional, accurate, reliable, efficient and flexible
- Is proficient with Microsoft Word/Excel & can navigate a computer with ease
- Has solid administrative skills
- Is able to follow systems and protocols for consistency and accuracy
- Can work independently and as part of a team
- Understands deadlines and time pressures in a fast paced hardworking office
- Proficient in English and able to clearly communicate orally and in writing
- Personal tax preparation experience would be an asset although is not a direct requirement.

The role will be part-time to start and can progress quickly to more hours (if desired) once you can demonstrate proficiency in both bookkeeping and our systems. Some administrative duties will also be required. Pay and benefits will be commensurate with experience and training needs. If you love numbers and helping people/businesses then consider being part of our team. Please email a resume and a cover letter indicating how you have the skills and qualities we are looking for, plus 2 references to info@wellsbusinesssolutions.ca by Nov 14th, 2016 at 4:00pm.

Bookkeeping "Apprentice"

Aka a Smart, Flexible, Professional, Hardworking, Math & Computer Savvy person but not all the technical skills above yet in hand? 😊

Don't have all of the skills above but feel you have a solid foundation and a keen interest in a career in our line of work? Send in your resume and outline what you can bring and what you still need to develop. If there seems to be a fit we will consider bringing you on part-time with growth potential up to full-time as you can contribute to the team. This is a terrific opportunity for the right person to learn and grow with us for the long term.

Positions will be filled if suitable candidates are found. Those shortlisted will be contacted for an interview.