



Job Title: Bookkeeping Administrator (Contract Position)

Hours Per Week: 35hrs

Hourly Rate: \$21.00

Start Date: Flexible, contract of 8 weeks

Location: Remote position, occasional work in our offices located at McMaster Innovation Park

Level of Education: Post-secondary career related (Accounting, Business Enterprise Development, Business Administration)

Position Summary: Responsibilities include

- Filing and data entry
- Document management using cloud resources
- Set up of workflows and task list
- Bookkeeping of revenue and expenses in client's QuickBooks Online file

Skills Preferred:

- Communication skills
- Self-starter with organizational skills and an attention to detail
- Proven problem solver with solid analytical skills
- Exceptional time-management skills and the ability to manage multiple tasks
- Experience using computers and software, including Microsoft Office and google doc's

Requirements per funding: Priority given to new immigrant and recent refugee youth, visible minorities, LGBTQ2 and youth with disabilities, must be under 30 years old – Per Canada Summer Jobs requirement.

Please send applications to Erica Hemsworth at erica@thenumberworks.ca with your resume. Please reference the job title in the subject line.

Hamilton, ON

www.theNumberWorks.ca

erica@thenumberworks.ca