



accounting technician

Posted by: HiTech Bay Inc

Posting date: 01-Dec-2025 **Closing date:** 30-May-2026

Education: College diploma

Language: English

Job location: Scarborough

Salary: \$37 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ4468967

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

2+ 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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