

Downtown Montréal accounting firm seeks a junior administrative assistant to join its expanding team. Don't know anything about accounting? No problem, we'll train you!

**JOB DESCRIPTION:** Secretarial and Administrative Support

Support professional staff in their day-to-day by taking care of their documentation needs. As part of an accounting firm, a lot of your work will touch documents of financial nature.

Main functions:

- Supervise the administrative assistant inbox and perform the requested tasks;
- Format, proofread, finalize and distribute Firm documents (financial statements, letters, proposals, etc.) adhering to the established guidelines;
- Assembling of corporate and personal tax returns (electronic and paper);
- Track status of files in Excel systems;
- Keep our client files clean, up to date and organized;
- E-filing of client returns;
- Tracking of client documents and cheques sent to governments
- Liaise with vendor for catering
- Source and purchase stationery
- Replace receptionist during her breaks/days off.

What we are looking for

- Good knowledge of Windows Microsoft Office
- Desire to learn
- Detail oriented
- Demonstrated ability to multitask and ability to work with all levels of professional staff
- Good communicator in French and English (spoken and written)
- Responsible and discreet with utmost professional integrity
- Liable person who is fun to work with

Assets but not required

- Experience with Caseware and Caseview software
- Knowledge of Taxprep and DtMax for electronic filing and printing returns
- Knowledge of Assembling Corporate and Personal tax returns
- Comprehension of financial statements