
Office Manager / Bookkeeper

Position Summary

The Office Manager / Bookkeeper will be responsible for providing accurate, efficient and quality bookkeeping, administrative and operational support to the CEO, as well the team at Syntax Strategic.

Duties & Responsibilities

Bookkeeping

- Preparation and processing of payroll, employee expenses, year-end files for accountants, and T4, HST & WSIB filing
- Reconciling client accounts
- Compiling financial reports
- Performing various administrative and banking tasks related to finance and accounting as required

Office Management

- Maintaining Outlook calendar of meetings and appointments for CEO
- Scheduling and coordinating meetings on behalf of the team
- Attending meetings, transcribing minutes, and following up on action items
- Answering the company phone and transferring calls as required
- Being the first point of contact for all guests to the Syntax Strategic office
- Maintaining office supplies
- General administrative duties including travel booking, filing and correspondence, general office upkeep, work-related errands

Qualifications

Education & Experience

- Degree or Diploma, preferably in Bookkeeping and Accounting Practices, Business, Office Administration, or equivalent
- Minimum two (2) years of bookkeeping experience in a not-for-profit, government, private sector, marketing/communications consulting, corporate or news organization

Knowledge, Skills and Abilities

- Proficiency in Microsoft Office; accounting software such as QuickBooks
- Excellent verbal and written communication skills
- Flexibility; exceptional time management skills, including strong attention to detail
- Ability to multi-task in a busy office environment
- Strong interpersonal, organizational and problem solving skills are preferred
- Must have access to a vehicle
- French is an asset

All applicants must submit an electronic copy of a cover letter, resume, and two references by **June 15** to: Jennifer Stewart at jstewart@syntaxstrategic.ca.