

**Position: Administrative Support**  
**ABECK Accounting**  
**Norland Ontario**



**General Job Description:**

Secretary Duties - responding to client inquiries, phone calls, etc.  
Assembling Tax packages for staff and clients  
Accept payments, Filing, Make follow up phone calls  
Assembling client year-end files with corresponding letters.

**Software Aptitudes:**

Microsoft Office Suite  
Quickbooks and Sage Accounting

*\*Employer is willing to train the right candidate\**

**Hours:** Part-time, with possibility of full-time during the busy season.

Busy season is from February 15th to June 15th

Position to be filled by January 2021, please send Cover Letter and Resume to [audrey@abeckacctg.com](mailto:audrey@abeckacctg.com)