

Coyote Software Corporation (www.coyotecorp.com) provides superior software solutions and IT consultation to service oriented businesses. Our employees are active contributors in a collaborative team environment, and we are passionate about the quality of our work and the success of our clients. We offer challenging and exciting work, with a competitive salary and comprehensive benefits.

Position:	Bookkeeper/Receptionist/Office Manager
Job Type:	Full-Time, Contract – 12 months (maternity leave coverage)
Team/Division:	Finance/Client Services
Location:	Burlington, ON, Canada
Posted:	November 4, 2017
Job description:	<p>We are a busy software firm in Burlington, ON that requires a full-time bookkeeper/receptionist/office manager with a friendly and professional attitude.</p> <p>The successful applicant must be available to start on Dec 1, 2017.</p>
Role/Duties:	<p><i>In this role you will:</i></p> <ul style="list-style-type: none"> • Prepare monthly financial statements • Maintain accurate financial records • Handle accounts receivable and payables • Process payroll • Carry out reception duties • Handle HR tasks • Manage inventory & ship product • Flexibility in terms of tasks assigned is essential.
Required skills:	<p><i>As a qualified applicant, you have the following:</i></p> <ul style="list-style-type: none"> • Diploma in accounting or office administration or equivalent experience • Excellent customer service skills • Strong oral and written communication skills • Strong knowledge of Simply Accounting, Excel, and Word.
Salary:	<p>This is a full-time 12-month contract position.</p> <p>Salary expectations must accompany a reply for your application to be considered.</p>
To apply:	<p>Please send résumé and cover letter with salary expectations by email to careers@coyotecorp.com including "Bookkeeper" in the subject.</p>

While we appreciate and review all applications, only those considered most qualified will be contacted for an interview.