



A J MANUFACTURING LTD.

320 Marwood Drive, Unit 4
 Oshawa, Ontario L1H 8B4
 Phone - (905) 723-9426
 Phone - (905) 723-4885
info@ajman.ca

JOB DESCRIPTION	
Job Title	Accountant
Job Location	Oshawa, Ontario
Reports To	Group Controller
Job Purpose	The Accountant supports the Group Controller with all financial/accounting projects.

JOB RESPONSIBILITIES	Organize and update financial records for two Companies in both Excel and QuickBooks. Perform bank reconciliations, GL account reconciliations. Inspect records for accuracy and completeness. Follow up on accounts receivable and accounts payable. Maintain payroll records from timecards. Prepare payroll tax and HST tax filings.
-----------------------------	---

EXPERIENCE REQUIRED	Two years accounting experience, QuickBooks, Office 365.
----------------------------	--

EDUCATION REQUIRED	Accounting degree
---------------------------	-------------------

JOB TYPE	Permanent, Full Time
-----------------	----------------------

SALARY	\$41,600.00-\$62,400.00 per year
---------------	----------------------------------

JOB DESCRIPTION APPROVAL	
Position # <input type="text"/>	Job Class <input type="text" value="FULL TIME"/>
Approved Job Title and Job Description	
_____ CHARLES MICHEL, PRESIDENT	_____ EFFECTIVE DATE

Employee Name (Printed)

Employee Signature

Date