



NIAGARA BOOKKEEPING & TAX SERVICES

Persons applying for positions with NBTS should be hard-working, well-organized, friendly and reliable. You must have excellent interpersonal skills and have a positive attitude toward work life. Attention to detail is very important in this environment. I'm looking to grow a team of individuals for the development of long term company and client bonds. I believe the client needs are very important and want individuals who will focus on that as well. I am willing to train individuals for the positions I require if the attitude is right for my team. All salaries and hours of work are to be negotiated based on the position and level of experience you possess.

NBTS is currently hiring for the following positions:

Office assistant – part time

Duties include document sorting, data entry, bank deposits, and basic office support.

The ideal candidate would be a high-school or college student with some basic accounting/bookkeeping knowledge with a desire to have a career in the accounting sector.

Bookkeeper

Duties include basic bookkeeping, payroll, monthly reconciliations, government reporting and financial statement preparation.

The ideal candidate will be a college graduate in a bookkeeping/accounting program. You should have a good working knowledge of bookkeeping and office software including Microsoft Office, Simply accounting and/or QuickBooks.

Personal income tax preparer – seasonal

Duties include preparation of basic returns for individuals and business returns for sole proprietors. Some bookkeeping tasks may be required based on the individual's skill-set.

The ideal candidate will have completed a personal tax course and have knowledge of Profile software.