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BOOKKEEPER/OFFICE MANAGER Stouffville Area

We currently have a wonderful opportunity for a part time bookkeeper/office manager to assist senior office manager in the golf industry. This is a part time position leading into a full time position for the right candidate. We are looking for someone who can work independently to manage priorities and meet deadlines and report to senior management.

Bookkeeping/Finance:

EAST

Full-cycle Bookkeeping using Sage 50, including month and year-end

- Assemble information for external auditors for the annual audit
- Weekly Cash Flow Analysis Processing AR/AP
- Government remittances
- Payroll
- Maintain an orderly accounting filing system

Qualifications:

- Must have 5+ years of full-cycle accounting experience (Accounts Receivable, Accounts Payable), Including bank reconciliations & financial statements
- Working knowledge of MS Office, Microsoft Excel
- Fluent in English
- Previous golf course experience would be an asset
 - Fax/email resume 905-640-4474 ~ ManagerGolf14022@hotmail.com (Only aualified candidates will be notified for interview)

PART TIME RECEPTIONIST for a real estate office.

Must have some experience, professional appearance and reliable. Should know Quick Commander, Lone Wolf & Web Forms.

> Send resume to: Imarks@sutton.com

Upper Canada

RECE and Assistant Teachers

for Supply and Before & After

School positions required for

Strong programming, leadership, and

communication skills required. Commitment to working in a child care

setting. Recent police screening and up-to-date immunizations required.

Please submit your resume to Sari Connell

By fax: 289.982.1116

Markham & Stouffville centres.

Manager, Staffing and Employee Relations

By email: hr@uppercanadachildcare.com

Thank you for your interest, only applicants who may be interviewed will be contacted.

MOVING SALE

Saturday & Sunday,

July 25 & 26, 9am - 2pm

142 Churchill Avenue,

King Township,

(Off Weston Road)

Everything must go! New items from

basement. Furniture, tools, antiques and

lots

of free items!

ation operating centres in comm York Region, and Simcoe Count

Upper Canada Child Care is a non-profit, government licensed organization operating centres in communities throughout

Classifieds GarageSales

Child Care



inventory organization.

Town+Country BMW Lot Attendants Wanted

Responsible, Mature Lot Attendants

wanted. This is one of the most critical

roles in a dealership, as every step of the

sales and service process rélies on our

Please send resume to

- **<u>Controller Position</u>** Full Time Mature applicants must have 7 years
- experience with 5th level CGA/CMA or equivalent
- Must have experience with ACCPAC, Word and EXCEL Responsibilities include Financial,
- Inventory, Accounts Payable, Accounts
- Must possess excellent office management skills, computer skills, strong interpersonal skills, must have experience in writing reports and able to

CLOSING SALE

LAST CALL

FARM & HOUSEHOLD

CONTENTS

Everything

must go!

4341 Stouffville Rd.

between McCowan

Kennedy, South Side Sat. 25th/Sun. 26th

9am ~ 6pm

Rain or Shine

- work independently with little direction
 - shmagola@parsonsadl.com
- Receivable, Human Resources, & Payroll

Sale

HWY9)

jewelry,

clothing and

more!

- All interested applicants should forward their resumes by August 7, 2015 to

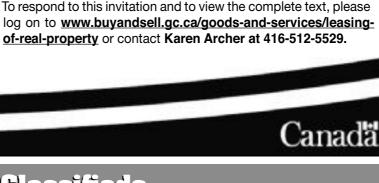


Equity counts. We don't rely on credit,

age or income. CALL ANYTIME

1-800-814-2578 or 905-361-1153.

Apply online www.capitaldirect.ca



INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

AS TO THE AVAILABILITY OF SPACE FOR LEASE IN

TORONTO AND MARKHAM, ONTARIO

FILE NUMBER: R074143

Public Works and Government Services Canada is asking

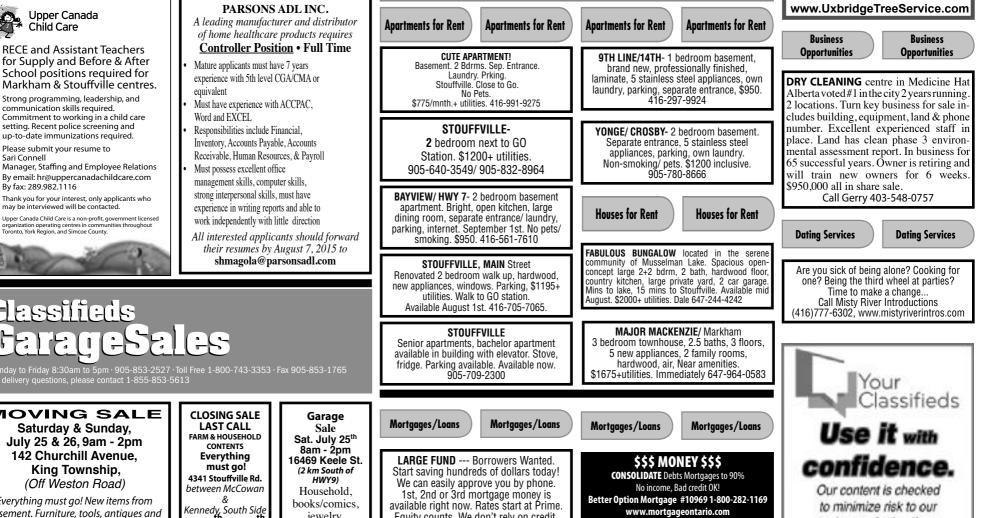
interested parties to submit a response by August 7, 2015, with

respect to office and warehouse space available in buildings in

Toronto and Markham for lease terms of five years, commencing

on or about October 1, 2016.

Classifieds Gottarent.com



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