

Jr. Finance Officer

CultureWorks is seeking a skilled and experienced **Jr. Finance Officer**. Established in 1998, CultureWorks is a private language school focusing on English for Academic Purposes. CultureWorks is located on three campuses of The University of Western Ontario: King's University College, Brescia University College and Main Campus in London, and at the University of Ontario Institute of Technology and Durham College in Oshawa.

This is a full time position. Remuneration based on experience. Full benefits and company pension plan options available.

Please submit your resume, cover letter and salary expectation to Director of Finance at work@culture-works.ca. Applications must be received by **Monday, February 6th**. Anticipated start date of March 5th. *Only successful candidates will be contacted.*

Responsibilities:

- Provide accounting and administrative support to the Director of Finance
- Perform all aspects of bookkeeping, including but not limited to: processing of accounts receivable and accounts payable, expense reports, bank reconciliations, payroll processing, data processing, and filing

Requirements:

- 4 years position-related experience in finance
- 4 years of experience with Simply Accounting, Microsoft Excel and Word

Preferred Qualifications:

- College level accounting diploma

www.culture-works.com



Our students are offered conditional acceptance by:

