



## **ROSS POPE INC.** ***Consultants***

Ross Pope Inc. is a dynamic professional firm providing bookkeeping, IT and software training/support services to a large client base throughout Northern Ontario. We are looking for energetic, service oriented team players who can work in a fast paced environment, independently and as part of a team, with superb skills in multi-tasking and time management.

### **NOW HIRING BOOKKEEPER**

To provide bookkeeping services for a selection of clients, using various computerized accounting software programs.

#### Requirements:

- College diploma or equivalent experience in accounting (Simply Accounting, Quickbooks or Sage Accpac)
- Knowledge of government remittance requirements
- Aptitude to learn new accounting software programs
- Access to a vehicle for use at various client premises
- Bilingualism an asset

If you possess these skills and wish to apply them in an exciting business environment, please send your resume with references and salary expectations to:

[jobs@rosspope.com](mailto:jobs@rosspope.com)

Ross Pope Inc.  
101 Cedar Street South  
Timmins, ON P4N 2G7  
705-264-9484  
Attention: Human Resources  
[www.rosspopeinc.com](http://www.rosspopeinc.com)