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Live Local, Work Local and Save the Commute.

- *Do you have 3 to 5 years of book keeping experience?*
- *Do you have experience with QuickBooks? And QuickBooks Online?*
- *Are you self-motivated and able to work with minimal direct supervision?*
- *Would you be willing to invest in personal development and advance your career?*
- *Are you looking for a career instead of a Job?*
- *And would you like to work just minutes away from home?*

Opportunity – Book Keeper / Client Case Manager

We are currently Looking for an extremely well-organized individual to work with our clients and perform day to day book keeping functions for multiple clients

The Position: We're looking for a well organized individual to take ownership of our client's Books. The qualified candidate would be responsible for maintaining multiple client files including:

- *Regular communication with our clients,*
- *Entering of income, expenses, payroll, asset inventory control and reconciliation of accounts*
- *Government PST, GST, Payroll and other required remittances*
- *Managing Group Benefits for clients*

Must Have's:

- *Successful completion of Bookkeeping courses, or 3 or more years experience*
- *Great Skills in MS Excel, Quickbooks and quickbooks online*
- *Willingness to continually expand your education*
- *Strong Math and reading/comprehension Skills*
- *Impeccable Organizational skills*

Why work at OBS Financial?

- *Competitive starting Wage, Plus bonuses and benefits* (based on qualifications)
- *Benefits Include Disability, Life, CI, Health and Dental*
- *Wage Increase's are based on continuing education, so the more you learn, the more you earn.*
- *4 day work week in the summers, Xmas to New Year's Off*

We are a Community First Business

- **Hire Local Talent** – We hire Local first reducing your travel time and expense
- **Support other local business's** We are an active Member with the Springfield Chamber of Commerce
- **Community Outreach** – Our Community Outreach Program provides ways to give back to the community Daily.

Is this opportunity for you, If so please EMAIL your resume and Cover Letter to staffing@obstax.com.

Make sure your cover letter includes:

- *Why you want to work for us*
- *What your career goals are*
- *Your Favorite Jets Player*
- *Full Contact Information including Address, Phone Number, email address*

We are looking to hire immediately so please get us your resume's in as soon as possible.

Remember your job interview starts now so please ensure that all directions are followed.