

# ACCOUNTANT (NOC 11100)

**Posted By: QUANTUM ACADEMY (VANCOUVER) LTD.**

**Location: Richmond**

**Salary: \$35 Per Hour**

**JOB ID : RJ2850125**

**Posting Date : 09-Nov-2024**

**Expiry date : 08-May-2025**

**Education : Bachelor's Degree in Accounting**

**Language : English**

**Vacancies : 1**

**Years of Experience : 1 year**

**Job Type : Full Time**

## Job Description

### About Us

Quantum Academy, founded in 2009, is one of the few IRCC designated learning institutes in Richmond. It was established with goals to provide tutoring services in subjects such as Language Proficiency, English Academic writing, Math, Chemistry and Physics. The school provides both private tutoring and group classes.

Starting 2016, we have extended our programs. Designated by PTIB, to offer adults and international students who would like to study English, hospitality and TEOFL in Canada.

### Position

Accountant

### Languages

English

### Education

Bachelor's degree

### Experience

1 year to less than 2 years

### Work setting

College or university educational institution/establishment

**Tasks**

- Manage balance sheets and profit/loss statements
- Train staff
- Arrange training for staff
- Prepare reports and audit findings
- Prepare financial statements and reports
- Recommend improvements to accounting systems and management practices
- Conduct field audits of businesses to ensure compliance with provisions of the Income Tax Act, the Canadian Business Corporations Act or other statutory requirements
- Develop and maintain cost findings, reporting and internal control procedure
- Review and examine financial services and institutions to ensure compliance with governing legislation and regulation
- Analyze financial documents and reports
- Examine accounting records
- Investigate possible unethical conduct or breaches of securities or commodity futures law
- Provide financial, business and tax advice
- Assist in the planning and execution of financial statement audits
- Variance analysis
- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Oversee payroll administration

**Benefits**

Health benefits

Dental plan

Health care plan

**Wage & Hour**

CAD\$35/Hour & 35 Hours/Week

Please send your cover letter and resume to  
[jobs@quantumedu.ca](mailto:jobs@quantumedu.ca)

DO NOT CALL

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [jobs@quantumedu.ca](mailto:jobs@quantumedu.ca)**

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