



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Administration Officer

<b>Job ID</b>	<b>30-EC-AE-79-8D-8C</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=30-EC-AE-79-8D-8C">https://careers.indigenous.link/viewjob?jobname=30-EC-AE-79-8D-8C</a>	
<b>Company</b>	Ozden & Cheung CPA Professional Corporation	
<b>Location</b>	North York, Ontario	
<b>Date Posted</b>	From: 2024-04-03	To: 2024-09-30
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$27.00 Hourly / 30 Hours Per Week	
<b>Languages</b>	English	

### Description

Ozden & Cheung CPA Professional Corporation is a leading accounting firm based in Toronto, specializing in providing professional tax, payroll compliance, and accounting solutions for foreign companies seeking expansion opportunities in the Canadian market. We offer a range of customized services from tax planning to financial statement preparation, dedicated to enhancing client business value through innovative and integrated services while being highly responsive to client needs and expectations. Joining our team means becoming a key player in helping businesses grow in the Canadian market.

Location: 29 Skyview Crescent, North York, ON M2J 1B7

Term: Permanent employment; Full time

#### Job Duties

- Review, evaluate, and implement new procedures to enhance efficiency.
- Delegate tasks to support staff, ensuring deadlines are met and procedures are adhered to.
- Handle administrative activities related to onboarding new clients, including compliance with Canadian tax laws and regulations.
- Oversee policies and procedures for the secure and compliant release of financial records, aligning with government access to information and privacy legislation.
- Plan and manage office needs such as space, equipment, supplies, and maintenance to support a productive work environment.
- Conduct analyses related to budgeting, contract management, and project planning to ensure financial and operational goals are met.
- Help prepare the operating budget, maintain inventory controls, and manage budgetary controls.
- Assemble data and prepare periodic reports, manuals, and correspondence related to accounting and tax services.
- May oversee the work of records management technicians and other administrative staff to ensure efficient office operations.

### Experience

At least 1 year of related work experience

### Education Requirements

Secondary (high) school graduation certificate

### Essential Skills

- Excellent communication skills
- Proficient in Google Docs, MS Windows, and MS Office
- Ability to work under pressure, pay attention to detail, and handle repetitive tasks
- Must be able to work with minimal supervision
- Skills in multitasking, accuracy, client focus, flexibility, organization, reliability, and good team player.

### How to Apply

Please send your resume and cover letter to [info@ozdencheung.com](mailto:info@ozdencheung.com). We thank all applicants for their interest, but only

those selected for an interview will be contacted.