

Mandarin Restaurant, headquartered in Brampton, Ontario, is a legendary franchise chain proudly serving for over 40 years. We celebrate life's special moments and everyday wins with everyone. We do this with high quality food, a warm atmosphere and friendly service for our customers. The chain is comprised of 30 licensed restaurants across Ontario. Each restaurant creates award-winning Canadian and Chinese favorites with every Dine-In, Take-Out and Delivery experience.

The headquarters is currently looking for a **Finance Assistant**. The successful candidate will directly report to Administration & Finance Manager.

### **RESPONSIBILITIES**

- Maintain general ledger, perform bank reconciliation & file Government tax returns
- Assist to perform full function of A/P & A/R, including invoicing, account reconciliation & aging report
- Assist to perform sales & expenses analysis reports
- Prepare monthly income statements
- Assist to analyze & reconcile annual credit cards transactions discrepancies

### **QUALIFICATIONS**

- Post-secondary education, excellent written and verbal communication skills
- At least 1 years' accounting & finance experience
- Excellent analytical and organizational skills, with the ability to prioritize and handle multiple tasks and deadlines
- Ability to work both independently and within a team
- Demonstrate attention to detail and accuracy
- Proficient with Microsoft Office programs
- Knowledge of simply accounting is an asset
- Fresh graduate will also be considered
- Chinese is an asset

Mandarin Restaurant is an equal opportunity employer offering a competitive salary and benefits package. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We sincerely thank all candidates who have applied, however, only those selected for an interview will be contacted.