



## Junior Bookkeeper

**Company:** Northern Group of Companies

*(Northern Caulking, The Caulking Store, Titanium Workforce Solutions, Phoenix Caulking)*

**Location:** Mississauga, Ontario, Canada

**Employment Type:** Full Time (30-35hrs a week)

**Reports To:** VP of Finance and Accountant

The Northern Group of Companies is a growing, Ontario-based group of businesses operating across construction services, workforce solutions, distribution and specialty brands. We pride ourselves on quality work, strong team culture, and continuous improvement across all divisions.

### Position Summary

We are seeking a detail-oriented and organized Junior Bookkeeper co-op student to support our finance team with day-to-day accounting tasks. This role is ideal for someone early in their accounting career who is eager to gain hands-on experience and grow within a fast-paced, multi-company environment.

### Key Responsibilities

- Perform Bank and credit card reconciliations and consolidations across multiple accounts and entities
- Collect, review, and organize receipts and supporting documentation
- Accurately enter financial transactions into QuickBooks for multiple companies
- Assist with maintaining up-to-date and accurate financial records
- Support month-end closing activities, including account reconciliations
- Identify and resolve discrepancies in financial data
- Maintain organized digital and physical filing systems
- Collaborate with team members to ensure timely and accurate reporting
- Assist with managing accounts receivable/payable
- Assist with following up on overdue customer accounts/vendor payments
- Assist the accounting department in various other assigned tasks as necessary.



## **Qualifications & Experience**

- Diploma or degree in Accounting, Finance, or a related field (or currently pursuing)
- Basic understanding of bookkeeping principles and accounting practices
- Experience with QuickBooks (preferred but not required)
- Strong attention to detail and accuracy
- Excellent organizational and time-management skills
- Ability to handle multiple tasks and meet deadlines
- Proficiency in Microsoft Excel and other Microsoft Office applications

## **Working Conditions**

- This is an office position, with minimal work from home due to confidentiality of company information.
- Hours 9:00am-4:00pm.
- This is a co-op position, 8-month contract, full-time

## **Compensation & Benefits**

- Compensation: \$20.00 hourly
- Public holidays off in accordance with Ontario Employment Standards
- Training and growth opportunities and benefit of gaining an academic credit/grade

## **How to Apply**

Please submit your resume to [HR@northerncaulking.com](mailto:HR@northerncaulking.com). While we thank all applicants for their interest, only those selected for an interview will be contacted.

The Northern Group of Companies is an equal opportunity employer. We are committed to fostering an inclusive and supportive work environment. This position is governed by the Ontario Employment Standards Act, 2000, and all applicable provincial legislation. Employment classification, hours of work, overtime, vacation, and statutory entitlements will be provided in accordance with Ontario law. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodations are available upon request throughout the recruitment and selection process.