



## Accounting/Administrative Assistant

Do you enjoy accounting and like wearing multiple hats in an office environment? Are you detail oriented and love the multi-tasking that comes with a busy day? Do you like working in a fast paced environment? If you answered YES to these questions, this opportunity may be the right one for you!

**Intenza Fitness** is seeking an **Accounting/Administrative Assistant**. In this role, you will take on general office duties such as: answering phones and greeting customers while also be responsible for processing invoices, preparing deposits, keeping financial records updated, preparing reports and reconciling bank statements. In addition, this role will maintain all HR files and records and provide general support to the Sales and Logistics team.

### What does it take to be successful in this role?

We are looking for someone who has:

- Bachelor's degree in accounting or related field with 4 years' related experience and/or training.
- Knowledge of bookkeeping and generally accepted accounting principles (GAAP).
- Strong attention to detail and excellent organizational skills.
- Effective written and verbal communication skills.
- Strong teamwork mentality.
- Personal qualities of integrity and credibility
- Keen problem solving skills, which enable their ability to work independently.
- Proficient level of knowledge in Microsoft Excel and Word.
- Chinese speaking preferred but not required.

### How to apply

Intenza Fitness is a company that appreciates each employee and is looking to add people to our team that are hard working, passionate, and enjoy working in a small team environment. If this position sounds like you, submit your cover letter, resume, salary requirements to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).