

## Young Associates Bookkeeper

**Start date:** February 18, 2025

**Compensation Range:** \$25.09 - \$29.27 per hour

**Location:** Young Associates is based in Toronto, but the successful candidate can be based anywhere in Canada, as long as they are available during regular Eastern Time business hours. Young Associates also provides optional access to co-working space.

**Work arrangements available:** Part-time (20-30 hours a week), with the possibility to grow into a full-time role.

Young Associates warmly invites applications from members of equity-deserving groups, including, but not limited to: Indigenous peoples, people of color, people with visible and/or invisible disabilities, women, and people of marginalized sexual orientations, gender identities, and gender expressions.

### WHO WE ARE

We are not your average bookkeeping firm. Our niche is charities and nonprofits, and our first love is arts and culture. Young Associates is a fully remote financial services firm offering a range of bookkeeping, payroll, business management, training, and consulting services to arts and other charitable organizations. Young Associates partners with clients to unify their records-keeping and management functions into processes that result in sound decision-making, well-supported by accurate and timely reports. Young Associates is a growing and dynamic organization offering services to over 80 clients across Canada since 1993.

### THE ROLE

As a Bookkeeper at Young Associates, you will complete various bookkeeping tasks to support our clients. You will work as part of a team to deliver on several client engagements. At the same time, your focus will be levelling up your knowledge of Young Associates' internal processes as well as general knowledge related to the service you specialize in. You will report to a people manager for your department and receive mentorship from your manager as well as other senior team members to get the support you need to grow in your role.

In this role, client work is varied and no two days are alike! Tasks include processing accounts payable and receivable; preparing bank, credit card and other reconciliations; ensuring receipt of supporting documentation for audit and tax purposes; filing T-slips, and GST/HST returns; analyzing accounts and posting adjustments as needed; maintaining analytical schedules throughout the year and reviewing the accounts preparatory to audit; working with your manager and the auditor to finalize your clients' financial statements; and maintaining supporting documentation.

## KEY RESPONSIBILITIES

- **Proactively grow your technical knowledge:** You will apply your understanding of accounting theory, regulatory frameworks, and professional practices to your day-to-day bookkeeping tasks (shared above). You will be tasked with identifying anomalies and potential errors.
- **Proactively grow your sectoral knowledge:** Young Associates is a niche practice, specializing in registered charities and nonprofits, particularly in arts and culture. In this role, you will develop your understanding of how governance structure, funding and other factors shape our clients' needs, and therefore our service delivery practices.
- **Ensure work accuracy:** Participate in regular, scheduled work reviews with your manager or a senior team member to ensure you get the support you need to deliver accurate work to our clients.
- **Enable us to deliver excellent client care:** You will work with a manager and senior team members who own several client relationships, and you will support the client experience by executing tasks organized by your team.
- **Support scoping:** You will be tasked with understanding our service offerings and the scope of engagement with each client. As a member of the team, you will share the responsibility of ensuring client work remains aligned with our contract scope.

## WHAT YOU BRING

We're looking for an enthusiastic team member who puts their heart into the job. Our ideal candidate is passionate about the arts, culture or the nonprofit world and also has an affinity for numbers, systems and order. As a team, we value efficient, reliable work backed up by strong accounting and sectoral knowledge. In our client relationships, we prioritize a collaborative and ethical approach.

### Technical proficiency:

- We are looking for an aptitude for and commitment to this type of work, demonstrated by accounting or bookkeeping work history; and/or nonprofit or charity work history; and/or a diploma or certificate in accounting, finance, business or nonprofit/arts management.
- We provide training, but we expect you to walk through the door with a working knowledge of computerized accounting systems evidenced by employment history or completed courses using spreadsheets (e.g. Excel, Google Sheets) and one or more accounting apps (e.g. QuickBooks, Xero, Sage50).

### Professional qualities:

- You are a communicator and you enjoy sharing your knowledge and expertise. Customer service is a big part of this job. It's more than just deskwork! We're looking

for a demonstrated ability to communicate clearly and concisely, verbally and in writing, in English.

- Your communication skills and judgement help you discern when and how often to provide status updates to your team and clients on your work.
- You take pride in your own work product, but also enjoy collaborating with your clients and your fellow employees to achieve organizational excellence.
- You are able to manage your time. Within a flexible work environment, you can prioritize concurrent tasks, meet deadlines, and seek help from / offer help to team members when needed, to handle volume.
- You are a self-starter. You enjoy working independently, and you're also willing and able to ask for assistance or direction when you need it.
- You are a problem-solver. You can identify and assess issues and prepare effective client-focused solutions. This includes proactively recognizing the potential for improving processes and services.
- You are a life-long learner. You relish the opportunities for continuing professional education that come with this job.
- You must be able to keep client matters strictly confidential.
- You are comfortable using remote collaboration tools such as Google, Excel, Word, email, and internal communication tools.

**AVAILABILITY:** This is a part-time role (20-30 hours a week), with the possibility to grow into a full-time role. The person in this role must be available at minimum 9am to 1pm (ET) on Wednesdays and Thursdays, and between 11am to 1pm (ET) on other weekdays for all-staff, team, and client meetings.

**WORK LOCATION:** Young Associates is based in Toronto, but the successful candidate can be based anywhere in Canada, as long as they are available during regular Eastern Time business hours.

**PERKS:** Besides offering comprehensive benefits, flexible hours, remote work, a cell phone plan and a company laptop, we work for organizations that matter. Our clients are busy making the world a better place — and you will be contributing to their success. Working at Young Associates allows you to challenge yourself every day. Our culture advocates work/life balance, continuous learning, and opportunities to support positive community engagement.

**HOW TO APPLY:** Please send a cover letter and resume via email to [careers@youngassociates.ca](mailto:careers@youngassociates.ca) with the subject "BOOKKEEPER2025". The role will remain open until filled or until a sufficient number of applications have been received.

At all points during this process, disability-related accommodations are available on request. Please reach out to our hiring team at [careers@youngassociates.ca](mailto:careers@youngassociates.ca) with your needs and any questions you may have.