

Young Associates Bookkeeping Specialist

Start date: February 18, 2025

Compensation Range: \$27.83 - \$32.47 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 Bookkeeping Specialist at Young Associates, you will provide full-cycle bookkeeping services to a portfolio of clients that you manage. You will have the autonomy to cultivate client relationships, scope of work, and lead pricing conversations with support from your manager.

Part of your role will be executing engagements with clients and supporting them with bookkeeping tasks. These tasks are 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 payroll, GST/HST and T3010 returns; analyzing accounts and posting adjustments as needed; maintaining analytical schedules throughout the year and reviewing the accounts preparatory to audit; working directly with the auditor on your client's behalf to finalize their financial statements.

KEY RESPONSIBILITIES

- **Apply your technical knowledge to deliver full-cycle bookkeeping services:** You will manage the full account cycle of a client, from onboarding to year-end closing, and provide advisory throughout your client engagement. You will apply your knowledge of tax regulations, accounting theory, and regulatory frameworks to your day-to-day work.
- **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.
- **Deliver accurate work:** You will be expected to deliver accurate work to clients with little oversight and to reach out to your manager and other senior team members when you need more support to verify work or to complete a non-standard task.
- **Demonstrate client care:** You will be your client's primary point of contact for the entire engagement, including any onboarding, pricing, and renewal questions. You will be tasked with anticipating ways you can improve the service we deliver to clients and flagging any challenges.
- **Support scoping:** You will be tasked with scoping engagements with clients, and proactively working with our team to prevent scope creep.

WHAT YOU BRING

We are looking for an enthusiastic team member who puts their heart into the job. Our ideal candidate is a seasoned bookkeeper, 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:

- 3-5 years of accounting or bookkeeping work history
- Proven track record of handling full-cycle bookkeeping as an in-house bookkeeper or for several clients
- Working knowledge of computerized accounting systems
- Familiarity with accounting applications (e.g. QuickBooks, Xero, Sage50)
- Experience working in a services environment with multiple clients is a plus
- Experience working with nonprofits or charities is a plus
- Education in accounting, finance, business or nonprofit/arts management is a plus

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 9 am to 1 pm (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 with the subject "SPECIALIST2025". 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 with your needs and any questions you may have.