



Part-time, Permanent Bookkeeper Position

Overview:

[Make It Count](#) is a distinctive, cloud-based, remote bookkeeping company owned and operated by me - [Gillian Cofsky](#)! We are expanding to serve even more wonderful clients and are seeking a proficient bookkeeper to handle day-to-day bookkeeping and payroll transactions (under my supervision and mentorship) for a portfolio of unique and wonderful small businesses, entrepreneurs, and charities. This is a minimum one-year employment contract, ideally suited to someone who is looking to stay for the long run, commit to our team, and grow their own knowledge and experience in the process.

The position begins October 2022 (flexible start-date) and averages 25 hours per week, year-round in exchange for a \$30,000 salary (effective hourly rate of \$23.08). Schedule and hours are flexible on a weekly basis, as long as clients receive accurate, compliant, and timely service. This position is entirely remote and all bookkeeping & payroll processes are performed in cloud-based softwares. As such, it is required that you will have access to a stable & fast internet connection, secure & reliable computer equipment, and a private home office space to process confidential financial information. You will be provided with a [Form T2200](#) declaring your work-from-home requirements, allowing you to deduct certain home office expenses from your personal income tax return.

While this position is remote, preference will be given to applicants living in Coast Salish Territories (west coast of so-called British Columbia, Canada), should the need arise to meet clients/exchange paperwork, and so our small team can hopefully meet up in person sometimes!

Summary:

- \$30,000 annual salary, paid semi-monthly
- 2 weeks' paid vacation per calendar year (as we are a small team, all vacation time must be coordinated and pre-approved so our clients experience uninterrupted service).
- Up to \$500 per calendar year toward continuing education of your choice (relevant to bookkeeping, payroll, or work-related personal development)
- Minimum one year term (Oct 1 2022 - Sep 30 2022), although intention for long-term commitment is preferred
- Averaging 25 hours/week, flexible schedule, remote work

About Make It Count:

This small-but-heart-full bookkeeping firm is a labour of love, and we are growing in all ways! With a waitlist for new bookkeeping clients and a 10-month-old baby, I am looking for someone to support me and our clients by processing weekly or monthly transactions and regular payroll so I can remain available for tax returns, advisory work, year-end filings, etc. Our client portfolio is carefully curated and, as a result, client relationships are of utmost importance. Deciding to bring a new member onto our team is very exciting and preference will be given to the applicant who best fits the culture and communication style of the business and our clients.

Make It Count was founded on the principles of education and empowerment - ensuring clients *understand* their numbers and the work we are doing is always the primary goal, all while offering diligent, organized, and compliant bookkeeping and payroll services. We aim to use accessible financial language, and are always happy to answer what may seem like the simplest questions. We are deeply concerned



with and committed to equity and justice regarding race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, economic status and other diverse backgrounds. Please thoroughly read through our website (www.letsmakeitcount.ca) to get an understanding of the vibe we bring to the table. In particular I recommend reading the About and Services pages.

We currently serve 10 regular monthly clients, with 2 additional payroll-only clients, and have committed to onboarding 4 new monthly clients from October through January. These are a mix of small businesses, solo-preneurs, not-for-profits, and charitable organizations. We do not specialize in a single industry (our clients are: a counseling practice, a plumber, a photography studio, an equity and inclusion strategies company, a schoolyard-farming charity, an alternative business school, a vegan salon, a floral shop, and more!), but rather focus on finding the *people* who want to run their businesses in a thoughtful, progressive, and ethical way. *How* they approach their work is more important than *what* that work is. Other members on the Make It Count team include a part-time virtual/administrative assistant and a seasonal tax assistant who assists with personal tax filings. Our outgoing Lead Bookkeeper, who was covering my role during parental leave, will be helping to transition the new Bookkeeper position through December.

Expectations:

- Deep, nerdy love for bookkeeping, organization, efficiency, systems, collaboration, workflows, etc.
- Minimum 2-years' experience in full-cycle bookkeeping: accounts payable/receivable, sales tax considerations, income & expense processing, bank & credit card reconciliations, payroll journal entries & calculations, etc.
- Certificate or equivalent training in bookkeeping/accounting and working knowledge of payroll (further training/mentorship will be provided)
- Working toward CPB designation and/or NPA (National Payroll Institute) membership are an asset
- Functional knowledge (and/or general tech-savvy-ness and ability to learn quickly) of Quickbooks Online, QBO Payroll, Dext/ReceiptBank, Payment Evolution (payroll processing), e-commerce platforms (i.e. Shopify, Stripe, PayPal, Square)
- Working knowledge of British Columbia Employment Standards payroll compliance laws and regulations including: calculating stat holiday pay, overtime, vacation accruals, etc.
- Basic understanding of CRA Charity Compliance issues an asset (i.e. donations, tax receipting)
- Secure & reliable internet connection required
- Ability to meet non-negotiable deadlines such as payroll processing dates, sales tax filings, etc. (and willingness to plan vacation time and days off around deadlines)
- Working knowledge of CRA Represent a Client platform, BC's PST eTax platform, and how to complete sales tax filings (further training/mentorship will be provided)
- Ability to prioritize, self-motivate, and problem-solve
- Legally able to work in Canada (Canadian citizenship, permanent residency, or existing open work permit)

To Apply:

Please email your resume and cover letter outlining your suitability for the position to Gillian Cofsky gillian@letsmakeitcount.ca with "Bookkeeper Position" in the subject line. **Applications will be accepted until the position is filled.**