

Bookkeeping Associate

Updated: 2022-09-21

Closing date: 2022-10-07

Start date: Immediate

Compensation: Range \$23.00 - \$28.00 per hour

Location: Remote

Work Arrangements available: Part-time and Full-time opportunities

Who 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 full-service bookkeeping firm offering a range of bookkeeping, 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 in the GTA since 1993.

The Role

Associates work within a standardized framework, to maintain clients' bookkeeping records, and to support good financial management by analysing and reconciling accounts and producing timely and reliable reports for both internal and external needs. No two days are alike! Client work is varied and is currently performed remotely. A coworking space is also available for use in downtown Toronto.

Tasks include processing accounts payable, accounts receivable and payroll; preparing bank, payroll and other reconciliations; filing payroll, HST and T3010 returns; analysing accounts and posting adjustments as needed; maintaining analytical schedules throughout the year and reviewing the accounts preparatory to audit; working with the auditor to finalize the year's financial statements; and maintaining supporting documentation.

What you bring

It's all about fit. We're looking for an enthusiastic team member who puts their heart into the job. You will have some personal connection to the arts, culture or the nonprofit world, plus 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're 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 demonstrated ability to communicate clearly and concisely, verbally and in writing, in English.
- 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.

The Perks

Besides offering competitive pay and benefits, flexible hours, 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. Feed your passion, get inspired and grow with us!

How to apply:

Please fill out our job application form in the Associate job posting at www.youngassociates.ca/careers

Young Associates thanks all applicants for their interest, however, only those selected for an interview will be contacted. No telephone calls, please.