

Bookkeeping Associate

Twenty Eighty is looking for a full-time, experienced Bookkeeping Associate who loves working with entrepreneurs, leading technology and amazing team members.

And before we get into the nuts and bolts, please note that while this position is remote, we are only considering Canadian based candidates at this time.

About Twenty Eighty

Twenty Eighty is a 100% cloud based firm that helps small businesses scale from \$0 to \$10,000,000 in revenue. We started Twenty Eighty because we know that when professionals (veterinarians, dentists, chiropractors, optometrists, etc.), founders and entrepreneurs are given access to a top end finance function, they are truly free to grow their business... and amazing things start to happen.

How much better would life be if you had help with your cash flow? How much more would you make if you properly tracked costs? What if you didn't have to worry about systems, data entry or tax filings?

We collaborate and communicate constantly. We setup best practice systems and processes. We educate our clients on how they should run their back office. Then we use that foundation to advise, helping them save, grow and succeed.

We are different. We are small business accounting the way it should be.

About The Role

All of our customers are awesome and are amazing to work with (read: we don't take on just anyone). And as a Bookkeeping Associate you will be an integral part of their journey. Of course you will be responsible for data entry, but because of the various technologies we use (and we use a lot!) your role will be centered more around quality control, communication and creating an amazing client experience. That means you will be proactively engaging with our clients, from sourcing their missing data to thinking of ways we can make the entire process even better.

Some Of Your Responsibilities

- Being extremely comfortable and knowledgeable with technology and online accounting solutions
- Engaging with, and handling, multiple clients simultaneously in a deadline driven environment
- Carrying out weekly, bi-weekly and monthly bookkeeping processes, and proactively communicating with clients to ensure these stay current

- Preparing and handling payroll
- Initiating the preparation of monthly financial statements and maintaining related information (continuity schedules, etc.)
- Filing government submissions as needed (examples: GST/PST/HST returns, WCB, etc.)

Your Skills And Qualifications

- You have excellent communication skills
- You have a keen eye and attention to detail
- You have a love of technology and can learn new software quickly
- You are independent, motivated and a self-starter
- You have excellent time management skills and are extremely capable in multitasking and prioritizing work
- You are a creative, and aren't afraid to suggest improvements or eliminate inefficiencies
- You can problem solve and balance working independently with asking for direction

Bonus Points If You Have

- Proficiency in cloud based accounting software (Xero, Quickbooks, Hubdoc, Dext, etc.)
- An existing designation, enrollment in or a desire to pursue any payroll certification, CPA designation, CPB designation or combination thereof (we're not picky!)
- A Bachelor's Degree, or Diploma in Accounting or certificate in a related field
- Experience working in full cycle accounting
- Experience with corporate and personal tax season preparation
- Strong knowledge of generally accepted accounting principles