



**Kenway Mack  
Slusarchuk Stewart LLP**  
Chartered Professional Accountants








### Intermediate Bookkeeper

**Kenway Mack Slusarchuk Stewart LLP Chartered Professional Accountants** is a mid-sized public accounting firm searching for a full-time Intermediate Bookkeeper for our downtown Calgary office. Reporting to a Partner, you will have experience in full-cycle bookkeeping and prior experience working directly with a diverse client base. Some travel (within the city of Calgary) to client offices may be required.

The ideal candidate will be comfortable operating in a cloud-based environment and proficient supporting clients and other team members with multiple cloud applications such as QBO, Xero, Dext (formerly Receipt Bank). You will also have a sound knowledge of payroll and Alberta Employment Standards.

You are exceptionally organized, have a strong work ethic, a collaborative approach, and an aptitude and desire to work with a well-established bookkeeping team. Preference will be given to candidates searching for a long-term opportunity and are passionate about working in a cloud-based bookkeeping practice.

Some of the benefits we provide to our team include:

-  Remote work arrangement up to two out of five days a week
-  Competitive benefits package
-  Healthy work/life balance
-  Challenging, diverse work
-  Three weeks' vacation and eight (8) flex days per year

#### Requirements:

- College/University Diploma in accounting or CPA/CPB designation
- Payroll Compliance Practitioner (PCP)
- QBO Advanced Certification
- Five years' accurate full-cycle bookkeeping experience including payroll
- Intermediate level technical skills using various accounting software (i.e., QBO, QBD, Xero, Sage)
- Excellent English communication skills (verbal and written)
- Self-starter who can adjust quickly to our existing systems
- Experience using and troubleshooting QBO integrated applications and cloud-based technology (i.e. Dext, Hubdoc, Payment Evolution, Wagepoint, plooto)
- Strong Microsoft Excel and Word skills

#### Responsibilities:

- Work independently with clients to complete full-cycle bookkeeping and regular payroll
- Assisting clients with cloud-based accounting software set-up and conversion
- Assisting professional team members with questions on clients accounting software
- Ability to prioritize instructions from multiple team members and clients

KMSS is client focused and committed to providing solutions to our clients that will assist them in growing successful, resilient businesses. We are excited about their futures and look forward to continuing to provide them with the tools and technology they need to be sustainable.

If this long-term position interests you and you are looking for an opportunity to assist in the growth and success of a cloud-based bookkeeping practice, we look forward to receiving your resume. Please email your resume and cover letter in confidence to [careers@kmss.ca](mailto:careers@kmss.ca) to:

**Kenway Mack Slusarchuk Stewart LLP**

Attention: Human Resources

We would like to thank all candidates for their interest in KMSS.

Please note only those candidates selected for an interview will be contacted.

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