

We're HIRING for a Senior Bookkeeper

We're looking for a highly-efficient, detail-oriented, dedicated, forward-thinking team player that loves technology, numbers, and improving systems.

Does this sound familiar?

You're typically the person who **nerds out over creating spreadsheets**
(you're a geeky rockstar!)

Systems, processes, tech and automation are topics that get you super pumped up

You enjoy working in an environment where **work + tasks are changing** and you get to perform new and exciting things

You're someone that dots every **i** and crosses every **t** and **nothing gets missed**.

You feel like Sherlock Holmes finding the answer on your own but you know **when to ask for help**

You're someone who loves the entrepreneurial world, but **don't want to be an entrepreneur yourself**

Who is DWP Consulting and why should you want to work for us?

DWP Consulting Inc. is a bespoke bookkeeping and advisory service to small business owners in Calgary, Alberta. We work closely with our clients to support them so they can work in their zone of genius. We create a client experience where each client feels like they are our only client, and they are confident they made the right choice in coming to our firm. We have a wonderful team that works both remotely and together in a work-happy environment that promotes scheduling flexibility to support their family's needs while earning a salary.

Our team is composed of work-from-home parents who love their work and their families and enjoy making a living while being present for their families' needs.

Our core values are:

- **Present:** this means that we are fully engaged when we are at work so that we can be fully engaged when we are at home.
- **Clarity:** this means that we communicate clearly so that work hand-offs are easy for the next one - be that a client, team member, accountant or our future self.
- **Reliable:** this means that we keep our promises, we do what we say we will do, we take ownership of our work and we don't promise things we know we cannot deliver.
- **Time:** this means that we understand that time is precious and we establish efficiencies so that we can promote a healthy work-life balance.
- **Accuracy:** this means that we implement quality control checks so that our reputation for delivering high quality results is protected.

We are very excited to be expanding! We are motivated and organized, and we love guiding our clients through every step of their business journey with videos, phone calls, and Zoom calls. We are always looking for different ways to improve and enhance our systems.

We don't specialize in one main industry but we serve medical practices, nonprofits and owner-operated companies. We believe in the value of relationships where every client relationship is like a partnership. Our company is committed to providing close, personal attention to our clients. We take pride in supplying personal assistance that comes from years of advanced training and technical experience.

You might be asking what is a [Senior Bookkeeper](#) & what will I be doing?

The Senior Bookkeeper will be the lead for the bookkeeping team. In addition to overseeing the junior bookkeeper's work, you will manage a few clients that need the care and attention of a senior bookkeeper. Using your bookkeeping & financial knowledge, you will prepare reports and summaries for the clients and Account Manager.

Our team is encouraged to have a workspace where they can work effectively and keep client records secure.

This position has room to grow at DWP Consulting in the future. You will report to the Owner and CEO, Lori De Witt. This position is a permanent full-time, working a minimum of 37.5 hours a week, with a salary starting of \$28-\$32 an hour based on experience.

Hours, salary, and scheduling will be discussed during the hiring process. While all applicants will be considered, we prefer someone who lives in Calgary and is available for in-person meetings with clients and the team.

Responsibilities:

- Managing the bookkeeping team and providing support as necessary
- Calculating and paying quarterly or annual GST Returns
- Managing client payroll
- Preparing monthly Financial Reporting
- Using an understanding of financial reports, review and analyze financial statements prior to meetings with clients and check for accuracy and to identify areas for concern or discussion
- Recognizing potential reporting inconsistencies to discuss and correct
- Delivering and explaining financial reports to peers and clients in an easy-to-understand manner
- Recording procedures to apply to the SOPs

We are looking for someone that:

- Has always shown ethical conduct.
- Has strong knowledge of administrative and bookkeeping functions.
- Has 3-5 years of bookkeeping experience.
- Has demonstrated that they are a self-starter, motivated, and client-focused.
- Is willing to learn.
- Is reliable and conscientious.
- Is seeking a long-term position with growth potential.
- Has an ability to communicate effectively.
- Random bullet point inserted to see if you are paying attention. Please put HAPPY in the email subject line when you send me your email.
- Can conduct research, and work collaboratively.
- Has intermediate Excel (or Google Sheets) proficiency.
- Knows how to read the chart of accounts.

- Has confidence to make decisions independently but knows when to ask for help or guidance.
- Can meet deadlines and promptly respond to all requests and communications.
- Enjoys working remotely and on a flexible schedule.
- Must be a deadline-driven person.
- Must quickly adapt to new business conditions – we like finding new technologies and processes that improve how we work and the outcomes for our clients.

HOW TO APPLY:

Please email your resume and cover letter to brianna@dwppbooks.ca

The deadline to submit your resume and complete the quiz is Wednesday, October 30, 2024, at 5 pm MST.