

Cloud Bookkeeper

Title: Bookkeeper

Reports to: CEO, Manager

Summary

We are looking for another star CPB member to join our team!

If you are a high-energy, competent, and passionate bookkeeper with an entrepreneurial attitude, please consider applying.

We are not looking for a traditional accountant because we are not your traditional accounting firm. We're cloud-based, tech strong and extremely, client-focused. We are in the East end of Ottawa and are a well-established team that offers the opportunity of working alongside forward-thinking individuals as well as a great environment to build a career.

The ideal candidate would have experience working in an accounting role, have strong communication skills and a strong understanding of computerized accounting systems. In tandem, the candidate will be able to juggle shifting priorities while ensuring good time management and the ability to follow through on tasks. This role is responsible for multiple client's accounting practices, the maintenance of their fiscal records, up to the preparation of financial reports.

The Bookkeeper is also responsible for the support of the Senior Accountants. Preference will be given to those with CPB designation and QuickBooks Online certifications or experience.

Position Details

- Reports to: Direct Supervisor / Manager;
- Salary Range: Starting at \$50,00 and is dependent on experience;
- Full-time position – Start date flexible;
- Medical Benefits after a successful probation period;
- Excellent working environment and office culture;
- State of the Art tools and environment;

Core Competencies

- Problem Solving;
- Accountability;
- Decision making;

- Planning and organizing;
- Communication;
- Teamwork;

Job Duties

- Maintain books of account (including but not limited to preparing AP, coding and posting invoices, preparing deposits, journal entries, reconciliations, petty cash);
- Oversee issuing of payment of invoices;
- Oversee accounts receivable;
- Assist in all payroll functions;
- Provide technical support (including software updates, troubleshooting and back-ups);
- Maintain up-to-date, complete and systematic filing system to support book-keeping and financial records;

Requirements

- This is not a remote position, and the candidate will be expected to attend our office in Orleans, Ontario;
- A passion for technology and innovative thinking;
- Experience in accounting;
- Excellent computer skills, including cloud computing;
- Excellent communication skills both verbal and written;
- Excellent working knowledge of MS Office, Quick books Online (QBO) and MS Excel;
- Accuracy and attention to detail while working under tight deadlines;
- Assertive, comfortable communicating with various types of individuals;
- Good interpersonal and customer service skills;
- Billing experience is an asset;
- Good team player;
- Ability to follow through and complete overlapping projects;
- Good organizational, time management and prioritizing skills;
- Efficient document work performed in a manner that permits review with partner or manage;
- Strong problem identification and problem resolution skills;
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts;
- Ability to interpret and implement company policies and procedures;

Working Conditions

- Manual dexterity required to use desktop computer and peripherals;



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- Overtime as required;

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