

Serene Accounting

Senior Bookkeeper

Are you looking for an opportunity? We're hiring!

Serene Accounting Inc. (Serene) is seeking a senior-level cloud bookkeeper to join our 100% virtual accounting team. At Serene, we're passionate about our people and leveraging technology to deliver exceptional service to our clients. If you're looking for a company that values professional development, collaboration, and a positive work-life balance. We encourage you to apply!

Why choose Serene?

- Enjoy the flexibility of a fully remote position from anywhere in Canada!
- Competitive compensation based on your experience.
- Benefit from an annual performance-based bonus.
- Enjoy 3 weeks of vacation and extra time off during the holidays.
- Earn a commission on revenue generated from new clients that you bring to the firm.
- Comprehensive company group insurance plan, including employer contribution and virtual doctor access.
- Growth-oriented culture that encourages professional development.
- Company laptop and accessories provided.
- Benefit from a supportive virtual team. Connect with colleagues to share expertise, solve challenges and share a laugh.

What You'll Do:

The Senior Bookkeeper delivers quality and timely client services, specifically:

- Full-cycle bookkeeping for multiple clients
- Prepare and submit sales tax filings.
- Process payroll and related government filings, including slips if applicable.
- Communicate effectively with clients to gather necessary financial information and address any queries or concerns they may have.
- Utilize and integrate various cloud accounting software and tools to streamline financial processes.

What we're looking for*:

- 3+ years of experience performing full-cycle bookkeeping in a client-facing role.
- Relevant courses in accounting or related field are an asset.
- Hands-on experience using cloud accounting software, such as QuickBooks Online, Dext, Plooto, Wagepoint etc...
- Functional understanding of accounting principles.
- Certified Professional Bookkeeper (CPB) designation is a definite asset.

- Payroll Compliance Professional (PCP) is an advantage.

Skills and attributes*:

- Ability to prioritize tasks, manage your time effectively, and consistently meet deadlines.
- Commitment to ethical conduct and integrity.
- Professional and courteous communication, most importantly with clients.
- Adaptable and open to embracing new challenges and technologies.
- Adept at navigating, integrating, and utilizing cloud accounting tools.
- Ability to collaborate within a team and to work independently.
- Genuine eagerness to learn.
- Bilingualism is an asset.

* We know the best candidate may not tick all the boxes. We will carefully consider all applications.

If you are interested in joining our team please send your resume to admin@sereneaccounting.com. We thank all applicants for their interest, however only those selected for an interview will be contacted.