

☀️ We're Hiring: Full-Time Virtual Bookkeeper (With a Sense of Humor) ☀️

Location: Remote (Home base in **Windsor, ON**)

Compensation: **\$20–\$30/hr**, based on experience

Schedule: Flexible Hours

Are you a spreadsheet sorcerer with a knack for juggling multiple companies, industries, and inboxes—all while cracking the occasional joke? If so, we want you on our team!

📄 About the Role:

We're looking for an experienced virtual bookkeeper who thrives in a fast-paced, ever-evolving environment. You'll be working with a variety of clients across different industries, so adaptability is key—and so is your ability to laugh when things get intense (because they will).

🔧 What You'll Be Doing:

- Managing books for **multiple companies simultaneously**
 - Using Microsoft Suite like a pro (Outlook, Excel, SharePoint, Planner)
 - Working with **Sage 50 Desktop/Cloud** and **Sage Business Cloud Accounting**
 - Navigating different industries, programs, and **Ontario regulations** with ease
 - Communicating proactively via email and phone
 - Following through on checklists and keeping everyone in the loop
 - Taking initiative—bring solutions, not just problems
 - Leading or supporting as needed (we love flexible team players!)
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🎯 What We're Looking For:

- **CURRENTLY using Sage 50 Desktop while managing books for multiple companies simultaneously with a minimum two years of experience**
- Experience in fast-paced environments (fast food experience counts—seriously!)
- Availability during heavy CRA deadline periods
- A willingness to learn—we're all growing here, even the boss with 30+ years of experience
- A sense of humor—because bookkeeping doesn't have to be boring
- A passion for the work—we want people who care about more than just the paycheck
- Bonus points if you're a member of CPB Canada (or open to joining)

- Must be familiar with **Ontario bookkeeping regulations**
 - Can be hired as either an **employee or a subcontractor**
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Perks & Benefits:

- **\$20–\$30/hr**, based on experience and responsibilities
 - Flexible hours and vacation time
 - Benefits negotiable after a 3-month probation period
 - A positive, respectful culture where learning is encouraged
 - Company social events (yes, even virtual ones can be fun!)
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How to Apply:

Click on the link and complete the information — <https://forms.office.com/r/cLEz07Pu06>

Bonus points if you make us smile. 😊

Only successful candidates will be notified.