

CLOUD BOOKKEEPER

Pay: \$50,000/year

Smythe LLP is seeking a motivated and detail-oriented Cloud Bookkeeper to join our team.

About Smythe LLP

Smythe LLP is a leading professional services firm with offices in Vancouver, Langley and Nanaimo. Since 1980, Smythe has assisted clients in BC, Canada and across the border with all their assurance, taxation, valuation, insolvency and advisory needs. Smythe's clients include private, public, family-owned and non-profit organizations. The firm's diverse team of professionals, comprising 25 partners and over 200 employees, are experts in a wide range of industries, including real estate and construction, mining and exploration, property and casualty insurance, non-profits and technology. Smythe is also a member of Allinial Global, one of the largest international accounting networks.

The Opportunity

Smythe LLP is looking for an enthusiastic Cloud Bookkeeper to support our growing Bookkeeping Group. You will work closely with Senior Bookkeepers, Managers, and clients to help deliver efficient and accurate bookkeeping services.

This is a remote position based out of British Columbia, Canada.

Responsibilities

- Assist with providing timely and accurate bookkeeping services for clients
- Support the preparation of payroll and related filings (WCB, GST/HST, PST, Payroll remittances)
- Assist in processing accounts payable and accounts receivable
- Perform basic bank and credit card reconciliations
- Help maintain client records and ensure they are up to date
- Input data into cloud-based accounting software (e.g., QuickBooks Online)
- Collaborate with senior team members to set up and onboard new clients
- Communicate with clients in a professional and timely manner
- Support in preparing financial reports and summaries under supervision
- Assist with administrative and other bookkeeping tasks as required
- Demonstrate a willingness to learn and take direction
- Maintain high attention to detail and organization in all work

Requirements



- 1+ year of bookkeeping or relevant accounting experience (preferred)
- Enrolled in or completed an accounting/bookkeeping certificate/diploma program
- Familiarity with cloud-based accounting (QuickBooks Online) software (preferred)
- Proficiency with Microsoft Word and Excel
- Strong organizational skills and attention to detail
- Good communication skills, both written and verbal
- A proactive attitude with a willingness to learn new technology and processes
- Ability to manage time effectively and meet deadlines

The Smythe Advantage

At Smythe, we are committed to the development of our people and offer a competitive salary and benefits package. We provide opportunities for career advancement, technical growth, and personal development in a collaborative environment.

If you want to learn more about Life at Smythe, follow us on Instagram @lifeatsmythe or LinkedIn @Smythe LLP.

We thank you for your application and will reach out regarding any updates to your application.