

POSITION TITLE: Bookkeeper

JOB OVERVIEW:

We are currently seeking an experienced full-time Bookkeeper to join our growing team.

Applicant must have an excellent knowledge of general accounting principles. The successful candidate will have demonstrated abilities at working both independently and as part of a team, and is able to thrive in a fast paced environment with strict deadlines and multiple demands.

QUALIFICATIONS:

- Proficient in use of Quickbooks, Quickbooks Online and Sage 50;
- Excellent ability to troubleshoot and problem-solve;
- Experience with Microsoft Excel, Office and Outlook an asset;
- Ability to prioritize and manage multiple tasks;
- Attention to detail and accuracy;
- Effective communications skills for dealing with clients, co-workers and partners;
- Excellent interpersonal skills; and
- Strong oral and written communication skills.

JOB REQUIREMENTS:

- Able to perform basic client bookkeeping services;
- Balance bank accounts and complete monthly reconciliations;
- Accurately complete HST/GST, PST, EHT, WSIB monthly/annual returns;
- Prepare/review all month end processing; make sure key GL accounts are balanced;
- Train clients and staff on bookkeeping software as required;
- Fix client bookkeeping issues;
- Prepare compilation engagement files; and
- Additional duties as required.

Salary commensurate with education and experience.

ABOUT US:

WMKL is a medium sized accounting firm with a combination of corporate, non-profit, and personal clients all across Canada. Our portfolio includes a full range of services in the areas of assurance and taxation, estate and retirement planning, business advisory services, bookkeeping and training, information technology services and support.

With a dedicated team of over 70 professionals our work environment centers around our clients, ensuring we deliver on expectations in order to meet the varying needs of our clientele.

We offer an established reputation through our successful 40 year history with the excitement that comes from the continued growth and development of our dedicated employees.

Interested candidates are invited to forward a covering letter and resume via email to: resume@wmklca.com no later than August 22, 2022. We thank all applicants but only those selected for an interview will be contacted.