



## SENIOR BOOKKEEPER

### The successful candidate:

- Develops and maintains relationships with clients
- Sets up client files and assists with the completion of budgets and other administrative planning
- Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions as per the client's needs
- Meets all government remittance deadlines (i.e., Payroll source deductions, PST remittance, GST remittances, WCB, T4s, T4As, T5018s)
- Accurately completes year-end files prior to forwarding them to the accountant for tax preparation
- Performs the month-end and quarter-end close process timely and accurately
- Maintains, monitors, and reconciles GL accounts, including but not limited to cash, bank reconciliations, prepaid expenses, accounts receivable, accounts payable, accrued liabilities, intercompany and point of sale (POS)/system uploads
- Identifies issues and errors, investigates discrepancies, discusses with the manager, and develops resolutions to resolve issues and errors
- Communicates with government agencies regarding information requests, assessments, and instalments
- Works with accounting and tax software and provides support to clients
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Contributes to the development of new ideas and approaches to improve work processes

### Credentials

- 5 years of bookkeeping experience
- A certificate or diploma in accounting would be considered an asset
- Working knowledge of trial balances, general ledger (GL) databases, financial statement close processes and accounting matters
- Experience in preparing T4s and T5s and knowledge of personal and corporate tax is preferred
- Understanding of payroll, bookkeeping and record-keeping practices on a manual and computerized system(s)
- Experience working with Cantax, QuickBooks and Simply Accounting software
- Strong computer literacy, including high proficiency in Microsoft 365

All Canwest Accounting team members receive medical and dental benefits, sick time and vacation pay. To apply for this position, please send your resume, cover letter and salary to [info@canwestaccounting.ca](mailto:info@canwestaccounting.ca) with the subject "Senior Bookkeeper".

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