

Position Required: Bookkeeper

Jade Consulting partners with small and medium sized Canadian businesses. We are a cloud-based firm offering professional corporate services including Finance and Accounting, Human Resources and Back Office support services. To help our team and clients work effectively, efficiently and successfully together, we believe in optimizing work flows for the best possible outcomes. We use the latest technology to help make bookkeeping and business finances simple and easy to track for our clients. By using a combination of cloud-based software, mobile apps, email address document routing, direct website upload and cloud storage, documents can be streamlined from any number of devices or locations to dramatically boost efficiency. Our back-office systems ensure our clients can focus on the results they need instead of paperwork or bookkeeping. Jade Consulting has an extraordinary team of highly qualified bookkeepers and accountants and we are continuing to build our team.

Position Summary: The Bookkeeper position at Jade Consulting processes and reconciles day to day financial transactions and creates required financial reports for our clients. Financial transactions include the posting of such source documents as customer invoices, cash receipts, expenses and supplier invoices. The bookkeeper then reconciles all accounts to ensure their accuracy. Our clients require up to date financial data at their fingertips.

Specific Duties and Responsibilities:

- Full cycle bookkeeping by producing weekly, monthly, quarterly and annual financial statements
- Compile day-to-day financial transactions of the clients using the applicable software and applications
- Verify transactions are accurate and resolve discrepancies
- Conduct monthly reconciliations of the clients banking and visa accounts, expense reports, accounts receivables, accounts payables, invoicing
- Perform trial balance reviews, comparing previous months and reporting on discrepancies
- Perform asset and liability account reconciliations
- Assemble information for external auditors as required
- May assist in processing clients payroll
- May assist with creating budgets and forecasts
- May remit various government payments such as HST, payroll deductions, corporate taxes, etc.

Skills and Qualifications:

- Minimum of three years previous bookkeeping experience required
- Diploma in accounting at the college level or bookkeeping certificate is an asset
- Proficiency with QuickBooks desktop and QuickBooks online is required
- Proficiency with Excel is required
- Experience with any of Xero, Wave, ADP, Ceridian and Hubdoc are a definite asset
- Solid understanding of bookkeeping practices and accounting principles
- Payroll experience is an asset
- Excellent written, verbal and facilitation communication skills are required
- Professionalism and confidentiality with clients and colleagues required
- Detailed oriented and accuracy is required
- Self starter, motivated while demonstrating innovation are required
- Comfortable working independently or on-site

Interested in applying?Please e-mail hr@jadeconsulting.ca