



Bookkeeper (\$50,000)

Halifax or Winnipeg

Primary responsibilities:

- With oversight from the client manager, provide bookkeeping services to clients across Canada.
- Manage client relationships as part of the client team.

Required Education and Experience:

- Understanding of bookkeeping and payroll cycles for small businesses.
- 3-5 years experience related to bookkeeping, accounting or related business experience.
- Quickbooks Online Advanced Certification (prior to start date)

Skills Making You a Strong Candidate:

- Experience working with cloud accounting programs such as Quickbooks online, Xero or Sage.
- Attention to detail and strong communicator (verbally or written)
- Strong digital organization skills (paperless firm)

We are looking for someone who is confident in their abilities, loves working or the idea of working with small business owners across Canada and can manage themselves in a remote setting working from home. This role will see you eventually managing between 15 and 25 small business clients on a year-round basis offering bookkeeping services including receivables and payable management, payroll, government remittances, reconciliations, and general ledger management. You will be joining an experienced and dynamic small business consulting team that will keep you motivated, always learning and having fun.

ARC CPA team members enjoy:

- Paid ongoing learning opportunities including the CPA PREP and PEP programs.
- Four weeks paid holidays
- Health Spending Account
- Performance and Growth Incentives including a Yearly In-Person Team Summit
- Home Office Stipends
- GoodLife Membership

You are required to have a dedicated, distraction free, office to work from including furnishings. Computer and Monitors are supplied.