



## JUNIOR BOOKKEEPING ASSOCIATE

**Posted by:** zen Ltd

**Posting date:** 21-Feb-2023

**Closing date:** 09-Aug-2023

**Education:** Any Graduate

**Language:** English (Preferred)

**Job location:**

**Salary:** \$65000

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 10+

**Job Type:** Full Time

**Job id:** CAJ4853940

### Job description:

#### Staff Accountant

A fresh new take on accounting. Specializing in cloud-based software and virtual bookkeeping, we help small-medium businesses better manage their finances in a collaborative and paperless way. We help our business owners by solving their problems and giving them honest advice. Existing entirely online, our team of remote experts utilize innovative technologies to empower business owners with the tools they need to grow their businesses efficiently and effectively. With a strong belief in company culture, we continuously challenge ourselves to provide exemplary service to clients and employees alike.

It's not just a job, be part of the change in the industry!

All in an accessible, independent, self-managed setting – AKA the comfort of your home!

Headquartered in Ottawa, Ontario, we serve clients from coast to coast – all while remaining 100% paperless. We rely on cloud based solutions such as Zoom to communicate and manage clients. If you're looking to join an

innovative new company disrupting an old industry, we'd love to have you. And as fast growing as we are, we want you to grow with us. That's why we're prepared to invest time and money into training all employees.

Our company was rated as one of the Top 50 Cloud Accountants in North America. If using the latest cloud technologies to work with unique clients from across Canada – all without a morning commute – sounds like your dream job, send us your resume! **All candidates who are eligible to work in Canada are encouraged and welcome to apply.**

- Check out what our work culture is all about! [bit.ly/3GcAd1y](https://bit.ly/3GcAd1y)
- Read about our 2022 Staff Retreat - [bit.ly/3lvGet5](https://bit.ly/3lvGet5)
- See our 5 Star Reviews from Employees on Glassdoor - <https://bit.ly/3zgiq9q>
- See our 5 Stars Reviews from our Clients on Google - <https://bit.ly/3yge1O8>

**We are now seeking a Staff Accountant to add to our team.**

**Priorities will include:**

- Preparing accurate financials for Senior Accountant and clients.
- Manage/support client relationships.
- Effectively using cloud accounting software, including Xero, QBO, Dext and Plooto

**Key Responsibilities:**

- Perform the day to day accounting activities to maintain client records, while ensuring completeness of the records.
- Enter data into accounting software, while managing the integrity of information and documentation.
- Review and process documentation submitted by clients (bills, invoices, etc).
- Proactively reach out to clients for additional information that's needed.
- Communicate with clients by email and video calls.
- Organize and prepare accounting records, financial statements, and reports for the Senior Accountant.
- Provide weekly processing for accounts receivable and accounts payable.

**Core Competencies**

- Problem-solving
- Client-focused & Solution Oriented
- Unconventional & innovative

**Job-Related Competencies**

- Adaptability & Resilience
- Analytical Thinking
- Attention to Detail

**Experience**

- 1-2 years of bookkeeping experience
- Experience with cloud accounting software (Xero and/or QBO)

**Additional Requirements**

- Must pass a criminal background check, education/employment verification
- Working from home is a requirement

**Benefits & Perks**

**Job Type: Full-time**

**Salary: \$52,500 to \$65,000 per year**

- 5 Personal Days + 10 Vacation days + 1 week in Holidays
- 100% Employer-paid Health benefits (medical, dental, disability, life insurance and vision) (including EAP) and flexible health spending account
- 100% Employer-paid Laptop, monitor, keyboard and mouse
- 100% Employer-paid Ergonomic assessment of your home office (Virtual)
- Flexible work schedule

**Application process:**

- Submit your Resume
- Selected candidates will be invited to participate in a phone screen with our HR team to learn more about the role
- Work samples assessment (testing technical competencies)
- 2-way video call interview with Eric Saumure, Principal, and Jessica Wong, Director of Accounting at Zenbooks to debrief your work samples assessment and go through any final questions you may have.
- Meet the team!

Job Type: Full-time

Salary: \$52,500.00-\$65,000.00 per year

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**