



Bookkeeper – Full-time

Job Description

IMPACT CPA LLP is committed to providing high levels of service to companies doing business in Canada. We are a full professional services firm in the GTA servicing small to medium sized businesses. We provide high quality accounting, audit, tax and advisory services for our diverse client base.

We are looking for a Bookkeeper to join our growing team. This is a chance to join a dynamic organization, to learn from the high-quality team and to work with clients across industries.

Responsibilities

- Prepare regular bookkeeping entries based on client records using QuickBooks, MS Excel or CaseWare.
- Bookkeeping results in either full trial balances or in sections of the complex client businesses.
- Perform basic bank and credit card reconciliation.
- Other bookkeeping duties including payroll, T4 slips preparation and ROE generation.
- Assist other staff members in audit or review of financial statements.
- Prepare client's GST/HST returns.
- Prepare client's payment deposit/credit card transactions batch total for processing.
- Prepare T1 personal income tax returns and simple T2 corporation income tax returns.
- Prepare GST/HST new housing rebate applications.
- Generate invoices and prepare monthly accounts receivable listing for review and action.
- Share the responsibility for the front-office operation and the general office administrative duties.

Qualifications and Skills

- Bachelor's degree or college diploma with 1 year of CPA firm experience preferred.
- Team player, with the ability to multi-task, flexible and can work under pressure.
- Detail orientated, and socially confident with good organization and communication skills.
- Having a working knowledge of MS Office and QuickBooks software.
- Proficiency in spoken and written English. Ability to communicate in Chinese an advantage.

Salary Range

- The expected base salary range for this role is \$36,000 - \$42,000 a year and may be eligible for bonus awards. The determination is based on the individual's skills and qualifications.

Email your resume to: rhcafirm@gmail.com – please reference "B26" when applying