60 Saramia Crescent, Unit 4
Concord, ON L4K 4J7
Phone:. (905) 761-1331

Job Posting - Bookkeeping Specialist

Employment: Part-Time I 3 Days per Week
Compensation: $25–$30/hour, based on experience
Location: Head Office – 60 Saramia Crescent, Unit 4, Concord ON

About the Position

We are seeking an experienced, highly organized, and detail-oriented **Bookkeeper** to join our team. This role requires someone who can independently manage daily accounting operations, maintain accurate financial records, and meet reporting deadlines. We offer a friendly, supportive workplace with a collaborative team and long-standing employees.

Key Responsibilities

- Manage full-cycle accounts payable and receivable, ensuring accuracy and timely processing.
- Prepare monthly financial reports, including Profit & Loss Statements and Balance Sheets.
- Perform bank, credit card, and general ledger reconciliations.
- Prepare journal entries and assist with month-end and year-end closing processes.
- Process payroll, including deductions, payments, and government remittances.
- Maintain accurate financial records, vendor accounts, and customer information.
- Review employee expenses and prepare purchase orders and sales orders as required.
- Analyze financial data, identify discrepancies, and support improvements to accounting processes.
- Coordinate with our Chartered Accountant on financial reporting and year-end requirements.

Required Qualifications

- **Proven bookkeeping experience**, including accounts payable, receivable, and reconciliations.
- **Strong QuickBooks experience is required.**
- Advanced Microsoft Excel skills
- **Excellent verbal and written English communication skills**, with a professional and confident manner.
- Experience preparing financial statements and completing month-end procedures.
- Exceptional attention to detail, accuracy, and organizational skills.
- Ability to independently manage multiple priorities and meet deadlines.
- Strong analytical, problem-solving, and time-management skills.
- Ability to work independently while contributing to a collaborative team environment.

How to Apply: Please submit your resume to **sandy@totallyone.com**.

Only candidates selected for an interview will be contacted.