

Wilkinson & Company LLP – Bookkeeper

Location: Trenton, Kingston, Belleville

Position Type: Full-Time

Application Deadline: November 30, 2019

Do you imagine yourself in an organization where you honestly feel that you are making a difference; doing work that is interesting and challenging? Then you should seriously consider a career at Wilkinson & Company LLP.

Our holistic approach fosters initiative, confidence and professional growth. As Eastern Ontario's leading regional accounting firm, we serve a broad range of industries and not-for-profit organizations providing our staff with extensive experience as well as interesting and challenging work.

Who We Are:

We offer a small firm feel with the opportunity for work-life balance yet our staff, resources, and technical knowledge could rival any national firm. Wilkinson & Company LLP continues to grow and prosper; we are leaders in our field and committed to service excellence. We work as a team, for the firm, our clients, and for each other. At Wilkinson & Company LLP you will be given every opportunity to reach your full potential and enjoy a rewarding and prosperous career.

The Role:

Bookkeeping is the backbone of all accounting. Accurate and complete daily and monthly recordings of all business transactions is essential for the preparation of all accounting reports. In this role you will be responsible for performing a variety of bookkeeping duties for small to medium size businesses across multiple industries.

Our bookkeeping services include the following:

- Transaction services and preparation of client internal financial statements
- Payroll
- Preparation of T4 and T5 slips
- Accounting software support and training

Qualifications/Work Experience:

Education: College Diploma/University degree with an accounting focus an asset

Bookkeeping knowledge/experience including:

- Knowledge of employment standards and other payroll related legislation
- Experience with calculating and filing government remittances for HST, payroll source deductions, EHT, and WSIB
- Preparation of T4's and T5's

Computer skills including:

- Working knowledge of Sage 50 and/or Quickbooks
- Working knowledge of MS Suite specifically Outlook, Excel and Word

Driver's Licence, and access to a reliable vehicle to attend client sites as required, as well as ability to meet vehicle/insurance requirements

Personal Attributes:

- Professional and reliable
- Superb organizational skills
- Excellent attention to detail
- Strong oral and written communication skills
- Ability to work in a team environment and with a diverse client group
- Ability to work with confidential information
- Ability to work overtime to meet client demand as well as during high volume tax season

We thank all applicants for your interest in working for Wilkinson & Company LLP. Only those applicants who have been selected for an interview will be contacted.

Accommodations will be provided to applicants to enable equitable participation in the recruitment process.