



Wilkinson & Company LLP | Kingston

Are you ready to launch your accounting career? Wilkinson & Company LLP is one of Eastern Ontario's leading regional public accounting firms — and we're looking for a motivated Bookkeeper to join our team in Kingston!

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.

What You'll Do:

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 our clients who are small to medium size businesses across multiple industries.

Our bookkeeping services include the following:

- Transaction services and preparation of client internal financial statements
 - Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
 - Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Payroll Processing - payroll source deductions, EHT, and WSIB remittances
- Track company bank accounts, deposits and balances; report regularly to management
- Track company invoice obligations, make accurate and timely invoice payments, gain approval where necessary, and identify and report inaccuracies and variances
- Prepare company monthly financial statements like cash flow, income and balance sheets including all other month end processes
- Reconcile and verify all company invoices and monthly statements, assign payments to applicable cost centers, and post JEs
- Monitor expenses and track related invoices and payments
- Collaborate with clients or other team members to resolve any problems or inaccuracies
- Assist with corporate audit and other financial reporting requirements as needed
- Calculate and file government remittances for HST

- Preparation of T4 and T5 slips at year end
- Provide accounting software support and training as required
- All other duties as assigned

What You'll Bring to the Role:

- 3-5 years experience in a multi-client, full cycle bookkeeping environment providing direct client support is required.
- Strong working knowledge of Sage 50 and/or Quickbooks
- College Diploma/University degree with an accounting focus
- Working knowledge of payroll processing, including source deductions, WSIB remittances, and processing T4 and T5s.
- 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

Application Details:

Pay Range: \$45,000 to \$65,000/annually.

Please send your cover letter and resume to careers@wilkinson.net.

We thank all applicants for their interest in Wilkinson; however, only those who meet the qualifications for our position will be contacted.

Additional Information:

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Wilkinson & Company will provide accommodations to applicants with disabilities throughout the recruitment and selection process. Please inform Human Resources of any accommodation(s) required, and we will work with you to ensure a fair and accessible recruitment experience.

AI Usage: Artificial intelligence (AI) tools are not utilized for recruitment processes. Hiring decisions are made by our hiring managers and recruitment professionals.