

Job Title: Bookkeeper/Client Services**Overview:**

Pacific Edge Bookkeeping is seeking a reliable and detail-oriented bookkeeper to manage client files, including ongoing bookkeeping, payroll support, and system maintenance within QuickBooks Online.

Core Responsibilities:

- Maintain accurate and up-to-date financial records in QuickBooks Online
- Record and categorize transactions across bank and credit card accounts
- Perform regular bank and credit card reconciliations
- Maintain and organize the chart of accounts
- Manage accounts receivable and accounts payable, including tracking outstanding balances
- Prepare and review financial reports, including profit and loss and balance sheet
- Assist with GST tracking and ensure records are prepared for filing
- Maintain supporting documentation and ensure audit-ready files

Payroll Responsibilities:

- Process and/or review payroll for employees (including day rate, seasonal, and salaried structures)
- Maintain payroll records and employee data
- Track payroll liabilities, including source deductions and vacation accruals
- Prepare payroll reports and support payroll remittances and filings
- Ensure payroll accounts are accurate and up to date

Systems & Process Responsibilities:

- Maintain clean and consistent bookkeeping workflows
- Identify discrepancies and resolve issues in a timely manner
- Assist with onboarding and transitioning client files into QuickBooks Online
- Work within and review Sage files as part of ongoing file management and transitions
- Document processes and maintain internal SOPs

Requirements:

- Strong experience with QuickBooks Online
- Working experience with Sage (Sage 50 or similar)
- Proven payroll experience across multiple pay structures
- Solid understanding of full-cycle bookkeeping
- Familiarity with Canadian GST and payroll compliance
- Strong attention to detail and organization
- Ability to work independently and manage deadlines

Screening Requirement:

Must be comfortable independently managing payroll and working within Sage files without supervision. Part-time / Casual position to start.

Wage: \$25-\$35 based on experience.

How to Apply:

Please forward your resume and cover letter to info@pacifedgebookkeeping.com
For more information about our company, visit www.pacifedgebookkeeping.com