**Senior Bookkeeper**

**Job Title:** Senior Bookkeeper

**Reports to:** Bookkeeping Partner

**Industry:** Financial Services

**Department:** Bookkeeping

**Employment Type:** Full-time

At Progress Group, we are entrepreneurs at heart. This means that we uniquely understand that you are working to maximize your outcomes in your personal and professional life. We are committed to creating a culture mutually beneficial to our team and clients which includes (but not limited to):

* Customer Service Excellence
* Innovation, Empowerment
* Power-Driven
* Task-Oriented, Honesty
* Accountability

Our firm offers a multi-faceted work environment with fulfilling challenges. We are seeking a motivated self-starter who can handle multiple projects for our Oakville location. You must have strong prioritization skills and a sense of urgency.

**Job Summary**

Performs a wide range of bookkeeping-related functions including, but not limited to, various government filings, processing payroll information and liaising with clients on various matters.

**Hours**

The Senior Bookkeeper is expected to work from 9:00am-5:30pm Monday to Friday. Hours are expected to increase during tax season.

**Job Responsibilities**

* Responsible for full cycle bookkeeping
* Assist clients with periodic CRA remittances
* Prepare government filings (i.e. Payroll, GST/HST, WSIB and EHT)
* Calculate and process payroll information for salaried and hourly employees
* Process records of employment (ROE) as required
* Prepare T4 and T5 slips
* Review client information and indicate potential improvements
* Respond effectively to client concerns
* Assist in special engagements and networking events

**Competencies**

* 3-5 years of bookkeeping experience
* 3-5 years of experience working with QuickBooks/QuickBooks Online
* Strong working knowledge of Microsoft Office, with emphasis in Excel
* Experience with payroll processing
* Eagerness to learn and expand bookkeeping knowledge
* Customer service mindset
* Ability to prioritize and complete tasks in a timely manner
* Work independently and in a team environment
* Proven ability to multitask.

**Education Required**

* Degree in Accounting or Bookkeeping

**Compensation**

* $50,000 - $55,000 annually depending on experience.
* Benefits for full-time employees after the 3-month probationary period