



## Ad Title – Bookkeeper Ninja Wanted

Do you love being a bookkeeper?

Looking for a great place to do what you love?

If so, then we want to hear from you.

### **About Us:**

We are an award-winning Bookkeeping and Small Business Advisory firm located in Burlington, Ontario. We don't do typical Accounting stuff - taxes aren't part of our service offering, so we actually love the month of April. We are process and technology driven, and have created a Team that has become a second family for all of us.

We provide bookkeeping services for our small and medium sized business owner clients. They rely on us, to make sure they can rely on their books. Our passion is in all things cloud and tech related, so all of the changes in our industry excite us rather than scare us. QuickBooks Online, 3rd Party Apps, integrations. We love it all.

We also are launching a groundbreaking Kninja Training program this fall, and if helping others excites you like it does us, we would love your involvement!

Because we do a great job of it, we're growing and are looking for another Superstar Ninja Bookkeeper to add to our team.

### **Desired Skills and Experience**

To succeed in the role, you must be someone who really enjoys doing all of the important bookkeeper tasks our clients trust us with, such as: Filing Government Remittances, Account Reconciliations, Accounts

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LEARN.

BUILD.

MANAGE.



Receivable, Accounts Payable, Payroll, Month end Wrap up, Reporting, and plain old helping our clients by making sure their books are in great shape at all times.

To do the above for this new role, we are looking for some specific software experience. You'll need to be skilled in the tools of the trade: Advanced Experience with **QuickBooks Online or QuickBooks Desktop Edition**) and Excel. Just as important, you'll need excellent communications and project management skills, impeccable attention to detail, extraordinary time management ability, a can-do attitude, and love helping businesses succeed.

2 years Experience with a QuickBooks Product is mandatory and Experience with Sage 50 would be a definite asset. Preference will be given to those with experience working in a multi-client environment.

## **Our Environment and Culture**

We understand how many hours in the day you spend at work and so want to make that time as enjoyable as possible. Yes, the work needs to get done, and our clients need to be looked after, but we believe that you can have fun while taking care of business. We have team building events; every Wednesday is AIS Fun and Games where we compete against each other for Starbucks runs.

Our compensation is competitive and we do offer medical and dental benefits, but it is our attitude that makes us the place to be :-)