



95 Leyburn Ave  
Richmond Hill, ON L4C 0J6  
905-884-0354 905-884-0945 fax

**\* Only applicants with minimum 3 YEARS EXPERIENCE WORKING IN CANADA will be considered. \***

Targeted Accounting.

Targeted Accounting is a fast paced and progressive accounting service business which prides itself on transporting companies into the world of automation through the many apps and features available to the bookkeeping world.

The Targeted team serves clients across Canada with options to work virtually, client site or our own in Richmond Hill, Ontario. We provide bookkeeping services to small entrepreneurial companies; our client's range in size from a single entrepreneur to our average small business client with 10-25 employees.

Posting Heading

## **Bookkeeper**

We are looking for an experienced Superstar QuickBooks Bookkeeper to join the Targeted Accounting team! This Work from Home role needs a unique individual who is organized, systematic and precise is just the type of number-warrior we are looking for. Our clients need cleanup, onboarding to new processes, and day-to-day processing.

You bring:

- Creative problem-solving skills
- Expert QuickBooks experience. Targeted Accounting uses QuickBooks and QuickBooks Online almost exclusively, so this is a must-have.
- The ability to engage with clients to ensure their needs are met.
- Strong attention to detail.

Skills and Other Qualifications

- Professional and personable
- Outstanding troubleshooting skills
- Dependability and discretion
- Client management experience a definite asset.

We only use **QuickBooks and QuickBooks Online** so you must have **minimum 3 years hands on Canadian experience** with at least the QuickBooks desktop software. All applicants are required to **write**

our online “Accounting/QuickBooks” test to determine your knowledge and capabilities. You must have passed the Intuit **Advanced QBO certification** that can be taken through them for free.

Training is provided on various applications associated with QuickBooks, CRA updates and other accounting related topics so that you can be the best that you can be. We are always learning.

If you feel that you are the superstar that we are looking for, please provide your resume to:

Note salary range is based on full 40 hours per week. Bookkeeper \$54k to \$63k and SR Bookkeeper \$63k to \$83k