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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

Accounting Manager

We are looking for an experienced Superstar QuickBooks Accounting Manager 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 and to have initial conversations on what things they may need but are not aware of due to changes in the industry.
- Flexibility and a suite of experience to deliver a wide variety of project work such as cash flow set up, accounting procedure review to determine what new technology could be utilized as well as making processes more efficient.
- A coaching mindset to support bookkeeping staff with accounting issues.
- Strong attention to detail.

Skills and Other Qualifications

- Experience setting up new accounting systems.

- Year-end accounting firm experience a real asset.
- 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. \$63k to \$83k