

Job Posting: Bookkeeper
Location: Ottawa, Ontario
Category: Full-time Permanent
Job Number: AS12-002

Welch LLP is a mid-sized full service firm of Chartered Accountants with a staff of over 200 people in 11 offices in Eastern Ontario and Western Quebec – making Welch LLP the 19th largest accounting firm in Canada. In Ottawa, Welch is the largest independent firm, and has been helping clients since 1918.

Welch LLP is a dynamic organization with a friendly work atmosphere. As a Bookkeeper you will be challenged with providing bookkeeping services in fulfilling the engagement requirements to the clients of the Ottawa office of Welch. You will work closely with all members of your team including senior managers and partners. You will have an opportunity to work in an environment that builds on the strengths of every employee and promotes their professional and personal development.

You must be an individual who can effectively plan and organize and who has an aptitude for developing and maintaining good relationships with clients and staff. You must also have the ability to handle a variety of responsibilities in a professional manner.

Duties and Responsibilities:

- Provide bookkeeping services which encompasses the following; banking services, cash management, preparation of cash receipts and cash disbursement summaries, preparation of financial statements, completion and filing of government forms
- Payroll and payroll reporting
- Collect and interpret data from client and work with clients to solve any problems
- Record data on accounting software
- Understanding the clients' needs and communicating findings with the client
- Monthly reporting – payroll, GST, HST, WSIB, EHT etc
- Efficiently document work performed in a manner that permits review with partner or manager

Qualifications:

- Community College Diploma in Business Accounting
- A minimum of one (1) years experience or a combination of education and experience
- General business knowledge
- Working knowledge of accounting software, such as AccPac, Simply Accounting, spreadsheets, databases and work processing
- Ability to effectively plan, organize, and control work

- Initiative, willingness and ability to accept responsibility. Aptitude for dealing with people in a respectful manner
- Ability to work under pressure, decisiveness, creative, good judgment and common sense
- Ability to recognize and analyze problems, propose sound alternatives and conclusions
- Ability to develop and maintain good relationships with clients
- Oral and written communication skills in French would be an asset

If you are interested in a great career opportunity with a growing, flexible and dynamic organization, please apply by sending your resume in **Word 2007 format, rtf or PDF** referencing: **AS12-002** in the subject line to:

Fax: 613-236-8258

Email: careers@welchllp.com

Web: www.welchllp.com

We thank all applicants for their interest but only those selected for an interview will be contacted.