

Bookkeeper

Location: Ottawa, Ontario • Category: Full-time Permanent

Welch LLP is a leading full-service public accounting firm with a rich and tenured history. Established in Ottawa almost 100 years ago, Welch has evolved from a single office to become the largest locally- owned and operated firm in the region, with 12 offices and over 200 people across Ontario and Western Quebec. Welch LLP ranks as the 14th largest accounting firm in Canada.

This growth didn't come by accident, nor should it come as a surprise... with a full suite of professional services, ranging from traditional assurance to expert business advisory, our clients respect and value the firm's expertise and commitment to exceptional service. Welch's clientele is as varied as the economic landscape, ranging from start-ups to large, multi-divisional privately-held companies, not-for-profit organizations and public sector entities.

As a **Bookkeeper**, you will be challenged with taking on increasingly important responsibilities. You will work closely with all members of your team including managers and partners. Primary tasks will include providing full cycle bookkeeping services. You will be provided with the opportunity to learn how to manage your workload in a fast-paced environment and work on accounting files in their entirety.

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 for multiple clients
- Payroll and payroll reporting
- Collect and interpret data from client and work with clients to solve any problems
- Record data on accounting software
- Understand the clients' needs and communicating findings with the client
- Monthly reporting – payroll, GST, HST, WSIB, EHT, etc.
- Efficient document work performed in a manner that permits review with partner or manager

Qualifications

- Community College Diploma in Business Accounting
- 8-10 years' experience or combination of education/experience in full cycle bookkeeping
- Experience with payroll and payroll reporting is a requirement
- Experience with investment statements is a strong asset
- General business knowledge
- Working knowledge of accounting software, such as AccPac, Simply Accounting, Quickbooks, spreadsheets, databases and word processing
- Ability to effectively plan, organize, and control work
- Ability to work in a fast paced environment on multiple assignments, with a high degree of autonomy over work
- Initiative, willingness and ability to accept responsibility. Aptitude for dealing with people in a respectful manner
- Ability to work under pressure, decisiveness, creativeness, good judgment and common sense
- Proven ability to recognize and analyze problems, propose sound alternatives and conclusions
- Ability to develop and maintain good relationships with clients
- Experience completing bookkeeping duties for multiple clients would be considered an asset
- 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 cover letter and resume to careers@welchllp.com with subject line "Bookkeeper".

Welch LLP welcomes and encourages applications from people with disabilities. Reasonable accommodations are available for applicants with disabilities throughout the recruitment process. If you require an accommodation, please let us know and we will work with you to meet your needs. Applicants need to make their needs known in advance.

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