

## **Full-Time Bookkeeper**

An established bookkeeping business located in Halifax has an opening for a full-time bookkeeper. This office values inclusion while being socially and environmentally conscious. The candidate is expected to work towards being a member of IPBC (or equivalent accounting association) and adhere to its code of ethics.

This position is permanent and available immediately.

Your Tasks and responsibilities:

- Posting of all accounting transactions (revenue/expense/payroll) using accounting software
- Bank and credit card reconciliations
- Payroll preparation and filing
- Preparing bank deposits and cheques
- HST return preparation and filing
- Preparing and filing other governmental reports
- Communication between firm, clients, government, and business representatives
- Preparation of financial reports as required
- Data entry for income tax preparation

Your qualifications:

- Related bookkeeping or tax preparation experience an asset
- Time management skills and ability to prioritize work
- Strong attention to detail
- Dependable and trustworthy
- Organized and meticulous
- Motivated and takes initiative
- Ability to work independently
- Experience with MS Office and/or accounting software an asset
- Good interpersonal and communication skills (both oral and written)

Some training may be available for the right applicant. TABS is an equal opportunity employer and welcomes any voluntary self-disclosure. The ideal candidate will be respectful of diversity and inclusion.

Please apply with resume, references and compensation expectations to:

Shari-Lynn Hiltz, CPB

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