

Are you a bookkeeper who actually enjoys bookkeeping and gets excited about how your work helps business owners manage their business?

Do you want to join a growing company that works with fabulous clients and is driven to be THE boutique business services company in Vancouver?

Then we might have a job for you. Please read the postings below and [email](#) us with your cover letter and resume letting us know why great bookkeeping is so important for a business.

The Bookkeeper's main role within It's Your Time is maintain records of financial transactions, track AR, interpret reports and data for clients, suggest best practices for financial controls, set up and maintain books that will provide the information required for It's Your Time's clients to manage and grow their businesses.

**Key Responsibilities:**

- Provides a professional, positive and energetic point of contact for current and potential clients
- Responsible for providing complete bookkeeping support to It's Your Time's clients on time and within budget.
- Supports the Owner(s) in maintaining regular contact and positive relationships with current, past and prospective clients

**Primary Duties:**

- 1) Direct Client Support (90% - percentage of employee's time devoted to this duty)
  - Follows It's Your Time's procedures in creating system's for clients to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
  - Maintain accounts by verifying, allocating, and posting transactions.
  - Balance accounts by reconciling entries.
  - Maintain historical records by filing documents.
  - Prepare financial reports by collecting, analyzing, and summarizing account information and trends.
  - Comply with federal, provincial, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
  - Contribute to overall It's Your Time client support by accomplishing related results as needed.
- 2) General Office Administration (10% - percentage of employee's time devoted to this duty)
  - Ensure that all time is logged accurately in company software.
  - Provide complete reports to the President or designate on all clients.

**Authority and Reporting:**

The Bookkeeper reports to the President or her designate. As the Bookkeeper will be working on client files with associated budgets s/he will need to manage time appropriately to meet It's Your Time's internal needs and those of clients efficiently.

**Job Qualifications:**

- Ability to develop and adhere to standards

- Ability to analyze information
- Comfort dealing with complex data and situations
- Ability to conduct research and comfort reporting on research results
- High level of data entry skills
- Accounting aptitude with some accounting coursework
- 3+ years full-cycle bookkeeping experience
- Extreme attention to detail
- Unparalleled confidentiality and thoroughness
- Excellent written and verbal communication skills. (Fluency in English is required.)
- Intermediate ability in Microsoft Office Suite (Word, Excel, Office, PowerPoint) as well as Outlook
- High comfort level / aptitude for learning new technology
- Proficient in database management software
- Proficient in use of all office equipment technology and systems savvy. Able to teach/coach clients to use technology and systems to help them work more effectively.
- A valid driver's license (and access to a vehicle when needed)
- A smartphone

#### Personal Qualifications:

- Highly organized with the ability to get and keep others organized.
- Excellent time management skills; attention to detail; the capacity to prioritize by assessing situations to determine urgency; ability to develop a work schedule, set goals, create / implement actions plans and monitor progress towards goals; and ability to make clear, timely decisions.
- A love of people and a passion for great customer service (both to IYT Team and clients).
- Able to anticipate, understand, and respond to the needs of Owner(s) and clients to meet or exceed expectations.
- Self-motivated with a knack for fostering a team mentality in others. Able to work well on their own while also adapting to the changing needs and demands of the team.
- Works cooperatively with the team to set goals, resolve problems, and enhance organizational effectiveness and results.
- Able to adapt quickly to changing demands.

#### Working Conditions:

The Bookkeeper will work from the It's Your Time office located at 119 West Pender St. Vancouver, BC and may be required to travel within the Metro Vancouver area to work with clients.

The core work week is Monday to Friday 9am – 5 pm. The Bookkeeper will usually work within those hours; however, may be required to be flexible as per client and / or work demand. Some ability to work from home upon completion of probation may be possible.

Occasional overtime may be required but will be compensated as outlined in employment contract.

#### Salary and Benefits:

\$36 - \$39K. Enrollment in company benefit plan upon completion of probation. 2 weeks holidays.