

Bookkeeper Position Description

Reports to: CEO

Location: Remote work in Canada, preferably in the Prairies

Last Updated: March 2024

Salary: \$55,000 - \$65,000

Apply with Cover Letter: careers@backswath.com

OVERVIEW

The Bookkeeper is part of Backswath Management's (Backswath) fractional accounting team. Backswath's innovative approach to providing bookkeeping services to their clients enables the delivery of a full suite of outsourced accounting services to clients, including accounts payable, accounts receivable, bookkeeping, financial reporting, and payroll administration.

RESPONSIBILITIES

- Financial record-keeping of all client activities
- Process payables, receivables, and payroll
- Generate journal entries
- Prepare tax, GST, HST, PST, as required
- Communicate with clients to identify issues
- Complete bank and other account reconciliations
- Work with cloud accounting software and provide support to clients
- Generate financial reports
- Complete other accounting related duties, as required

COMPETENCIES, EXPERIENCE, AND EDUCATION

- Preference will be given to candidates that have agriculture or farm experience
- A minimum of 2 years of relevant experience or an accounting diploma, or equivalent for the bookkeeper level
- Good understanding of accounting principles and possess basic accounting skills
- Working knowledge of cloud accounting software, such as QuickBooks Online, AgExpert, Sage, and Excel
- An interest in technology and innovation
- Quick learning capacity

- Excellent analytical and problem-solving skills, strong attention to detail, and ability to meet tight deadlines
- Strong organizational and planning skills
- Strong interpersonal skills, professional manner and ability to work independently, and in a team environment
- Excellent oral and written communication skills
- Client services experience
- Must be willing to do some travelling, have a valid driver's licence, and access to a vehicle

HOW TO APPLY?

Send your resume and cover letter to careers@backswath.com by March 14, 2024. Your submission should include why you believe you are the perfect fit for this role, your relevant qualifications and experience, and your desired compensation. Our goal is to hire someone in the role as quickly as possible, but if you don't answer those questions, we won't be able to consider you. If you would like more information about the position, please email us with your request.

ABOUT BACKSWATH MANAGEMENT

[Backswath Management](#) is a leading provider of farm business and agribusiness management consulting expertise in Western Canada, working towards becoming a national leader. We serve our clients through a network of experts providing leading edge bookkeeping and management consulting services.

Backswath is rooted in a foundation of farm family values. What is important to farm families, is important to Backswath.

