

Careers

Join Us

We are currently looking for an individual to join our diverse team in the position of CLIENT BOOKKEEPER & ADMINISTRATIVE SUPPORT.

In this role, you will greet and assist clients and visitors. You will work as part of a group of office professionals to ensure all administrative and clerical functions are completed accurately and delivered with high quality in a timely manner.



Our Firm:

BISHOP & COMPANY HAS BEEN COMMITTED TO CLIENT SUCCESS FOR 40 YEARS.

Founded by retired partner Raymond Bishop in 1982, the Firm is now led by partners Gregory Miller, Jocelyne Dumaresq, and Justin Strong.

With a staff complement of 20 people, the Firm provides a wide range of professional services in the areas of audit and assurance, taxation, business information technology, succession and estate planning, business advisory and risk management.

Responsibilities:

- Bookkeeping duties, including recording transactions in accounting software, preparing bank reconciliations and preparing invoices
- Process bi-weekly payroll for clients with accuracy and prepare various related reports and documents including remittances to CRA
- Assisting clients with reconciliations and other bookkeeping procedures
- Preparation of various CRA remittances on behalf of clients, including HST returns and various payroll returns
- Greet clients and visitors in a professional and welcoming manner
- Carry out clerical duties such as filing, copying, binding, scanning, and organizing
- Work to support the entire team to provide the best possible service to our clients

Skills and Experience:

- Community College certificate in business administration
- Superior client focus and experience dealing with the public in a warm and welcoming way
- Ability to handle difficult situations in a pleasant and composed manner
- Solid team player with a priority of supporting partners and staff
- Strong problem-solving skills, critical-thinking skills and attention to detail
- Superior spoken and written communication skills
- Moderate computer knowledge (proficiency with MS Office and keyboarding skills)
- Superior organizational and time-management skills as well as the ability to multi-task in a fast-paced environment
- Ability to lift 25lbs, sit for extended periods, carry out repetitive hand/wrist movements, and work at a computer-style desk
- Experience with Sage or QBO would be considered an asset

Working Conditions:

- Generally 8:30–4:30 Monday to Friday; work weeks are 42.5 hours during the peak busy season and 30 hours in the summer, when we are closed on Fridays
- Overtime is required throughout the year based on client deadlines and other project-related work
- Local travel for administrative tasks may be required as needed
- Travel within the Maritimes with overnight stays for conferences / training sessions is optional

Bishop & Company is committed to promoting diversity and inclusion in the workplace. We encourage applications from underrepresented groups. We believe that it is essential for workforces to reflect the communities they serve, where everyone feels included and valued. We promote environments that value and respect all individuals, regardless of their race, ethnicity, gender, sexual orientation, age, ability, religion, or any other personal characteristic.



Our Values:

EXCELLENCE

We strive for excellence in ourselves and for our clients. We consistently work to exceed our clients' expectations by guiding them to unique solutions customized to their needs and delivering them in a timely fashion.

CLIENT FOCUSED & RESULTS-ORIENTED

We are focused on achieving agreed-upon end goals in the right way and in the right time. We live up to our commitments on quality, deadlines, and deliverables for our clients. We take pride in actively engaging with our clients, anticipating their needs and being there when they need us.

EDUCATION & DEVELOPMENT

Our people are our strength and our success. We value investing in and fostering the growth of our employees. We recognize that the Firm performs best when its people are engaged, appreciated, and fulfilled.

COMMUNITY & CHARITY

We are actively involved in our community, promoting and recognizing our clients whenever possible. We proactively seek opportunities to contribute and impact our community, both individually and as a Firm. We seek to support and give back to our community on an ongoing basis.

HOW TO APPLY:

Please email a cover letter and resume to jdumaresq@bcica.ca
Attention: Jocelyne