

Intermediate Bookkeeper (Remote)

KWB Accountants & Advisors

Why Join KWB Accountants & Advisors

At KWB, culture is not something we talk about once a year—it is how we work every day.

For over 30 years, we have helped business owners make better decisions through trusted relationships, great advice, and a caring partnership approach. We believe our success comes from living our values: being personable, accountable, innovative, team-oriented, and committed to delivering an exceptional client experience.

Our team members are empowered to solve problems, take ownership, support one another, and continuously improve the experience we provide to clients. We value people who care deeply about helping others, communicate clearly, and take pride in doing the right thing.

Great bookkeeping is about far more than data entry. Accurate and timely financial information helps business owners make better decisions, improve profitability, and achieve their goals. Your work will directly contribute to the success of Canadian entrepreneurs and small businesses.

If you are looking for a long-term career where relationships matter, your contributions are valued, and you can make a meaningful impact while maintaining balance in your life, KWB may be the right fit for you.

What Success Looks Like

- Clients trust you and enjoy working with you.
- Financial records are accurate, complete, and timely.
- Issues are identified and resolved proactively.
- Team members can rely on your work without extensive review.
- You contribute positively to KWB's culture and client experience.
- You actively look for ways to improve processes and create a better experience for clients and teammates.

About the Role

We are seeking an experienced Intermediate Bookkeeper to join our growing cloud accounting team.

You will be responsible for managing recurring monthly bookkeeping for a portfolio of Canadian small business clients with moderately complex bookkeeping needs. You will review junior bookkeepers' work, provide constructive coaching and feedback, support

advisory projects, and collaborate closely with managers and advisors to deliver exceptional client service.

This is a fully remote position requiring a highly organized, proactive, detail-oriented professional who is comfortable receiving work assignments from multiple team members and adapting to changing client priorities and deadlines.

Responsibilities – Monthly Bookkeeping

- Complete full-cycle bookkeeping for assigned clients
- Reconcile bank, credit card, loan, and balance sheet accounts
- Review and properly code transactions
- Prepare month-end reconciliations and working papers
- Investigate and resolve discrepancies
- Ensure client files are complete and audit-ready
- Review junior bookkeepers' work and provide constructive feedback and coaching

Responsibilities – Payroll & Sales Tax

- Process and review Canadian payroll transactions
- Prepare and file GST/HST and PST filings
- Reconcile payroll liabilities and sales tax accounts

Responsibilities – Client Support & Advisory Assistance

- Communicate professionally with clients via email and virtual meetings
- Assist in gathering and organizing information for advisory engagements
- Support special projects and process improvement initiatives
- Work collaboratively with multiple managers and advisors
- Identify issues and opportunities for improvement within client files

Who You Are

You are someone who:

- Takes ownership and follows through on commitments
- Delivers exceptional client service
- Is highly organized and detail-oriented
- Enjoys solving problems and finding better ways of doing things
- Communicates professionally and confidently
- Learns new technology quickly
- Works effectively both independently and as part of a team
- Demonstrates accountability and reliability
- Values continuous learning and personal growth
- Takes pride in producing accurate, high-quality work

Qualifications – Required

- Minimum 3 years of full-cycle bookkeeping experience
- Strong understanding of accounting and bookkeeping fundamentals

- Experience maintaining complete sets of books and preparing month-end reconciliations
- Minimum 2 years of experience preparing and filing Canadian GST/HST and PST returns
- Minimum 1 year of experience processing Canadian payroll, including ROEs, T4s, and payroll remittances
- Excellent written and verbal English communication skills
- Strong attention to detail and accuracy
- Ability to prioritize competing deadlines and manage changing workloads
- Ability to work independently while remaining highly collaborative
- Experience with QuickBooks Online (QBO)
- Experience working with Canadian accounting firms and/or Canadian clients

Qualifications – Preferred

- Experience with Dext
- Experience with Wagepoint
- Experience with Plooto

Training & Development

We are committed to helping our team members succeed. Training will be provided for the right candidate, including onboarding to our systems, workflows, and client service standards.

Successful candidates will have opportunities to expand their knowledge of Canadian bookkeeping, cloud accounting technology, payroll, and advisory support services.

We believe in continuous learning and growth and actively support team members who want to increase their skills and responsibilities over time.

Technical & Home Office Requirements

- Reliable computer suitable for business use
- Minimum of two monitors
- High-speed and reliable internet service
- Backup internet solution available
- Contingency plan for power outages
- Quiet and professional workspace suitable for virtual meetings

Work Schedule & Benefits

- Full-time position
- Monday to Friday, 8:00 AM to 4:30 PM Mountain Time
- Availability during Canadian business hours required

Additional benefits:

- Monthly compensation of 75,000PHP and up, plus health insurance allowance
- Paid vacation, sick time, and Alberta statutory holidays
- Exposure to a wide variety of Canadian businesses and industries

- Modern cloud-based technology stack
- Ongoing learning and professional development
- Strong team culture with regular recognition and team-building activities
- Collaborative Philippine team environment

To Apply

Please submit your resume and a brief cover letter to info@kwblp.com, attention David Wickenberg, outlining:

- Your bookkeeping experience
- Your experience with Canadian payroll and GST/PST
- Your experience using QuickBooks Online and other cloud accounting applications
- Why you believe you would be a strong fit for KWB

Please include the phrase “KWB Cloud Bookkeeping” in the first line of your cover letter.