# Senior Bookkeeper

Job ID
**51729**

AMJ Professional Tax & Accounting Services Corp

VIEW THIS JOB ONLINE: https://www.newcomersjobs.com/jobs/51729

| LOCATION | DATE POSTED | EXPIRY DATE |
|---|---|---|
| 34 King St, Moncton, NB \| New Brunswick | 20-10-2026 | 18-04-2027 |

| TYPE OF JOB | SALARY | MIN. EXPERIENCE | MIN. EDUCATION |
|---|---|---|---|
| Full Time | CAD 32 | 3 years to less than 5 years | College/CEGEP |

## Job Details

Job Description

01 – Full-time Senior Bookkeeper

(30 - 44 hours/week)

## Job Description

Position Summary

The Senior Bookkeeper oversees full-cycle bookkeeping, financial reporting, compliance, and workflow management. This role ensures accurate financial records, supports tax filings, supervises junior staff, and provides clear financial insights to management or clients.

Key Responsibilities

Full Cycle Bookkeeping & Accounting

• Maintain complete sets of books using manual and computerized systems.
• Post journal entries, reconcile accounts, and prepare trial balances.
• Maintain general ledgers and prepare financial statements.
• Manage AP/AR, bank reconciliations, and month end/year end closes.
• Oversee payroll processing and ensure accuracy of remittances.

Compliance & Government Filings

• Complete and submit tax remittances (GST/HST, payroll source deductions, workers' compensation, pension contributions).
• Prepare corporate and personal tax returns as required.
• Ensure all CRA deadlines for filings and payments are met.
• Stay current on changes to tax laws and CRA policies.

Financial Reporting & Audit Support

• Prepare financial and accounting reports.
• Lead review and audit preparation for the CRA officers: working papers, schedules, and coordination with external auditors

Client & Management

• Communicate financial insights clearly.
• Support client onboarding, file setup, and process establishment.
• Handle escalations, sensitive conversations, and billing issues.

Quality Control & Team Leadership

• Review work completed by junior bookkeepers for accuracy.
• Supervise, mentor, and train junior staff.
• Ensure consistency in chart of accounts and bookkeeping standards.

Systems, Tools & Process Improvement

• Implement consistent accounting policies and procedures.
• Document workflows and recommend improvements.
• Evaluate and recommend new accounting tools/software.

Qualifications

• Minimum College Diploma in accounting/bookkeeping or equivalent experience.
• 3+ years of progressive accounting/bookkeeping experience.
• Strong knowledge of sales tax, payroll regulations, and financial reporting.
• Knowledge of tax and accounting software such as QuickBooks Online, QuickBooks Desktop, and Tax Profile is beneficial
• Strong numeracy, monitoring, decision-making, and instructing competencies.

Downloaded from newcomersjobs.com on 24-11-2026