



Job Description

Position: Senior Bookkeeper

Location: Remote (based in British Columbia) / Sooke, BC-based business

Reports to: Owner / Senior Team Lead

Company Overview:

Digital Progressive Bookkeeping Ltd. is a locally-owned and operated firm in Sooke, British Columbia, dedicated to supporting trades and service-based businesses across Southern Vancouver Island and beyond. We act as a “financial pit crew” for our clients, helping them bring calm, clarity and control to their financial world through systems that work, accurate books and a collaborative team approach.

Our values include ownership, precision, kindness, follow-through and continuous improvement.

Role Purpose:

As a Senior Bookkeeper, you will partner with a portfolio of small to medium-sized business clients to provide advanced bookkeeping, operational accounting support and financial organization services.

Beyond maintaining accurate financial records, you will help clients improve systems, processes and workflows and technology utilization to support efficiency, accuracy, and growth. Acting as a trusted accounting resource and improvement partner, you will leverage cloud- based accounting solutions, software integrations, and automation tools to strengthen financial operations and enhance the client experiences.

Key Responsibilities:

Client Accounting & Financial Management

- Manage full-cycle bookkeeping and accounting services for a portfolio of clients, including transaction processing, account reconciliations, payroll, GST/PST filings, AP/AR, vendor payments, and financial reporting.
- Prepare accurate and timely monthly, quarterly, and annual financial records and reports and accountant ready year end working papers.
- Perform complex reconciliations, investigate discrepancies, and maintain the integrity and organization of client files.



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- Support more complex accounting structures, including intercompany transactions and multiple business entities.
- Maintain organized, accurate, and well-documented financial records in accordance with internal standards, regulatory requirements.

Client Advisory & Relationship Management

- Build and maintain strong client relationships through proactive communication, responsiveness, and exceptional service.
- Identify opportunities to improve client processes, system utilization, workflow efficiency, file organization, and overall financial health.
- Communicate financial information clearly and professionally to clients and stakeholders.

Process Improvement & Technology

- Work within QuickBooks Online (QBO), Dext, and other cloud-based accounting applications.
- Support software integrations, automation initiatives, and workflow improvements
- Develop, and maintain SOP's, internal checklists, workflow documentation, and quality assurance processes.
- Recommend process and technology improvements that increase efficiency, accuracy, and scalability.

Team Collaboration & Professional Accountability

- Collaborate effectively with team members to ensure consistent service delivery and high-quality outcomes.
- Share knowledge, best practices, and technical expertise with colleagues.
- Manage assigned client files and uphold the firm's values through accurate work, accountability, professionalism, continuous improvement, and exceptional client service.
- Contribute to a positive, supportive, and solutions-focused team culture.

Education & Experience

- Minimum of 5-7 years of progressive bookkeeping, accounting, or finance experience, preferably in a service, trades or multi-client environment.
- Accounting Diploma, Business Administration Diploma, or related education or an equivalent combination of education and experience. CPA designation or CPA candidate status is considered an asset.
- Strong knowledge of full-cycle bookkeeping and operational accounting practices.
- Experience working with intercompany transactions and more complex accounting environments.
- Demonstrated experience managing multiple client accounts independently.



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- Experience with payroll administration, GST, PST, and year-end preparation.
- Experience creating process documentation and standard operating procedures.
- Advanced proficiency in QuickBooks Online (QBO) and cloud-bookkeeping systems.
- Experience with receipt/expense capture tools (Dext or similar) (preferred)
- Experience working remotely and being part of a virtual team. (preferred)

Other Qualifications

- Strong technology aptitude and ability to learn new software platforms quickly.
- Excellent analytical, organizational, and problem-solving skills.
- Exceptional attention to detail and commitment to accuracy.
- Strong communicator, able to explain bookkeeping matters clearly to clients and team members.
- Self-motivated, reliable, and capable of owning your workload.
- Alignment with our values: ownership, precision, kindness, follow-through and continuous improvement.

Compensation & Benefits

- \$30–\$35/hour (commensurate with your experience and capability)
- Cost Plus Benefits program
- Company-provided workstation, including desktop computer, dual monitors, monitor stand, webcam, and speakers
- Performance-based bonuses
- Flexible remote work environment