

Staff Accountant - Client Accounting Services

About Us

At RBW, we provide more than just traditional accounting services — we partner with small businesses to empower their financial success. Our Client Accounting Services team delivers hands-on support to help clients streamline their processes, stay organized, and gain clarity in their financial operations. We also provide ongoing monthly, quarterly, and annual reviews of accounting records, ensuring accuracy in government remittances and financial reporting. Our goal is to give clients the confidence that their accounting systems are working for them, not against them.

Position Overview

We are seeking a knowledgeable and client-focused **Staff Accountant, Client Accounting Services** to join our growing team. This role is ideal for someone who enjoys both technology and accounting, and who thrives on helping small businesses succeed through proper system setup, staff training, and ongoing support.

Key Responsibilities

- Install and configure accounting software (Sage 50 and QuickBooks Desktop/Online) for small business clients
 - Provide one-on-one and group training sessions to clients on best practices and efficient use of accounting software
 - Deliver technical support and troubleshooting for software-related issues
 - Conduct periodic reviews (monthly, quarterly, annually) of client accounting data for:
 - Accuracy of financial reporting
 - Proper government remittances (GST/HST, payroll, etc.)
 - Reconciliations and closing procedures
 - Liaise with clients to identify accounting or system gaps and recommend solutions
 - Prepare client-ready reports and offer guidance on improving internal accounting processes
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Qualifications

- Degree or diploma in Accounting, Bookkeeping, or a related field
 - Computer savvy with strong knowledge of Sage 50 and QuickBooks
 - Experience in installing, training, and supporting accounting software for small businesses
 - Understanding of Canadian tax remittances
 - Excellent interpersonal and communication skills and strong English communication both verbal and written
 - Highly organized, punctual, detail-oriented, and client-service driven
 - Canadian drivers license and access to a vehicle as this role requires attending client's businesses
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What We Offer

- Competitive compensation and benefits package, including a health spending account after 3 months.
 - 3 weeks vacation plus paid Fridays off in July and August
 - Strong positive office culture, flexible work schedule and work-life balance
 - Annual team building activities
 - Professional development opportunities and mentorship
 - Exposure to a wide variety of clients and industries
 - Opportunities to grow your career with a firm that values innovation and leadership
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Apply Today:

Ready to take your career to the next level? Join a team that values expertise, integrity, and impact.

Please apply through Indeed by submitting your **resume and cover letter** outlining your relevant experience and interest in the role.

RBW LLP is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.