



## Job Description

**Position:** Senior Bookkeeper

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

**Reports to:** Owner / Senior Team Lead

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### 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 the full-time Bookkeeper, you will manage full-cycle bookkeeping for a portfolio of clients. You'll ensure accuracy and timeliness of financial records, support monthly reconciliations, collaborate with the team to streamline processes, and contribute to a client experience that feels seamless, professional and supportive.

### Key Responsibilities:

- Manage full-cycle client bookkeeping, including transaction entry, bank/credit card reconciliations, GST/PST, payroll, AP/AR, vendor payments, reporting, and year-end prep.
- Work with QuickBooks Online (QBO), receipt-management tools (e.g., Dext), and adhere to internal checklists/task workflows.
- Communicate proactively with clients and internal team: respond to inquiries, update task progress, flag issues, collaborate on improvements.
- Prepare accountant-ready year-end packages and support client tax-filing preparation.
- Maintain consistent, well-structured bookkeeping files aligned with internal systems, quality expectations and relevant regulatory standards.
- Identify opportunities to improve bookkeeping processes, system adoption, and client file health.



**Digital Progressive Bookkeeping Ltd.**

- Uphold our firm's values: deliver work with precision, show ownership of client files, follow through on commitments, and support a kind, team-oriented culture.

**Required Skills & Qualifications:**

- Minimum of 5 years of full-cycle bookkeeping experience (preferably in a service/trades or multi-client bookkeeping environment).
- Proficiency in QuickBooks Online (QBO) and comfort working in a cloud-bookkeeping environment.
- Excellent attention to detail, strong organizational skills and ability to manage multiple client files concurrently.
- 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 improvement.
- Experience with receipt/expense capture tools (Dext or similar) (preferred)
- Experience working remotely and being part of a virtual team. (preferred)

**Compensation plus:**

- \$28–\$35/hour (commensurate with your experience and capability)
- Cost Plus Benefits program
- Workstation provided: desktop computer, dual monitors, monitor stand, webcam, and speakers
- Performance based bonuses