

# Job Posting:

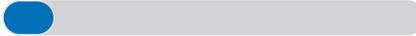
## Bookkeeping Specialist (Full-Time)

Would you be up for a Where's Waldo challenge? Do you have an "always be learning" attitude? Can you play nice with both humans and technology? Are you a time management wizard?

Puzzle Master



Turning into the Hulk



Married to your apps



### We Have:

- Great on the job training
- Positive work environment
- An open mind for new ideas and methodologies
- Lots of learning and autonomy

### You Have:

- Bookkeeping is your jam
- Huge love of technology with an "I fear no app or software" attitude
- Ability to see the big picture and figure out steps to get there
- A precise attention to detail
- The motivation to learn and constantly improve processes and tools
- Remote work possible; or hybrid model if located in Windsor

### You might also have:

- An interest in helping businesses build and grow
- The ability to work virtually
- Possible knowledge of: CRM tools, Xero/QBO, ReceiptBank, etc. (Excel is a must)

To land this full-time gig, you need to have a minimum of 2 years experience in bookkeeping and be very comfortable with technology. And your tech knowledge doesn't have to be via traditional learning avenues - internships, volunteer work, side projects, and self taught skills count. Just make sure we can see where you picked up your skills somewhere in your application.

Please send your cover letter and resume to: [hr@hawkins-accounting.ca](mailto:hr@hawkins-accounting.ca).

### About Us:

From the start-up to nonprofits to individuals, Hawkins & Co. is the approachable accounting firm that helps you sleep at night. Our team helps you understand your numbers so you can make better financial decisions. It's about you and your numbers, numbers that you should feel comfortable with. We take the anxiety out of handling your numbers.

We are not part of any big firm. We are a made-in Windsor-Essex firm, and with a team of accountants and business advisors who are an active part of the very community you operate in. We understand you because we are one of you. We are husbands, wives, parents, volunteers and local business owners. We just happen to also know the numbers/tax side of a business – very well.



**Hawkins & Co.**  
ADVISORS | CPAs

4635 Wyandotte St. E., Windsor, ON N8Y 1H6

P: 519-997-2900 • F: 519-997-2901

[www.hawkins-accounting.ca](http://www.hawkins-accounting.ca)

[www.facebook.com/HawkinsCoAcct](https://www.facebook.com/HawkinsCoAcct)

[@HawkinsCoAcct](https://twitter.com/HawkinsCoAcct)