



# the ProfitLine

## Junior Client Manager

### Who are we?

The Profit Line is a dynamic outsourced accounting and bookkeeping firm operating out of the heart of Toronto. Our clients represent many industries including Healthcare, Technology, Marketing and Finance. We are a tight knit group of accounting professionals providing top notch service through a team-oriented atmosphere.

### What is the Opportunity?

We are looking for an ambitious **Junior Client Manager** to provide support to the senior team in the management of accounting tasks. The ideal candidate will be well-versed in accounting principles and able to work comfortably with numbers and attention to detail.

### What will you do?

As an integral member of the team, you will:

- Assist in processing of balance sheets, income statements and other financial statements
- Assist senior staff in the preparation of monthly closings
- Assist senior staff in the payroll processing
- Pro-actively identify, investigate, and resolve client inquiries
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Reconcile bank and credit card accounts
- Manage a variety of apps: QuickBooks, Xero, Plooto, Dext and more.
- Pro-actively participate in projects that seek to improve upon client solutions

### What about development?

We are big proponents of furthering your education. Funding will be available to pursue your CPA designation as well as other training opportunities.

### Must haves:

- Excellent organizing abilities
- Great attention to detail
- Good understanding of accounting and financial reporting principles and practices
- Excellent knowledge of MS Office and familiarity with QuickBooks
- If you are a student, an ability to work part-time during the school year

### Nice to haves:

Proven junior level accounting experience  
BSc/Ba in accounting, finance, or relevant field in progress

**Please send your resume and cover letter to:**

[careers@theprofitline.com](mailto:careers@theprofitline.com)