



the ProfitLine

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 **Client Manager** to manage the accounting tasks of various clients. This is a full-time position. The ideal candidate will be well-versed in accounting principles and have excellent attention to detail.

What will you do?

As an integral member of the team, you will:

- Prepare monthly closings
- Prepare budgets, forecasts and KPIs for monitoring and analysis
- Process payroll and year end payroll filings
- Build balance sheets, income statements and other financial statements
- Proactively identify, investigate and resolve client inquiries
- Supervise Junior Client Managers
- Manage a variety of apps: QuickBooks, Xero, Plooto, Dext and more.

What about development?

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

Must haves:

- In depth industry experience and knowledge, including full cycle accounting
- Experience of handling numerous files simultaneously
- Deep understanding of how to use QBO/accounting software and similarly focused apps
- Experience analyzing business results and making recommendations for improvements
- Excellent knowledge of MS Office and familiarity with QuickBooks

Nice to haves:

BSc/BA in accounting, finance, or relevant field
CPA designation or enrollment in the CPA program

Please send your resume and cover letter to:

careers@theprofitline.com