



Position: Bookkeeper
Department: Finance/Accounting
Reports to: CFO
Revision Date: March 03, 2023

About Us:

L Squared is a SaaS company building the next generation of communication solutions for the modern business that harnesses the power of data, analytics, and a simple user interface to organize, distribute and publish content that is dynamic, relevant, and personalized. "The L Squared Hub" is an industry-leading secure cloud content management and distribution platform that supports SMB and Enterprise allowing any business to easily take their critical information and present it to customers, employees, and decision makers either on demand or by scheduling. Featuring an off-the-shelf or customized platform, that creates immediate visibility to core business metrics, communications, or simply information to keep key employees informed by bringing data, analytics, and communications to the forefront that empower employees to be more knowledgeable, productive, and informed.

Our best-in-class user interface combined with our cloud platform turns any existing TV, digital display, dashboard, desktop, or mobile device, anywhere in the world, into a powerful communication medium that is relevant and personalized.

Fit:

We have grown rapidly over the past two years, supporting high-profile clients in the USA, Canada, Europe, South America, Australia, and Asia. We are gearing up for even faster growth and looking for motivated, passionate and intelligent team players that love to work in fast-paced, sometimes chaotic environments, who believe in integrity, mutual respect, quality work, and being customer obsessed to join our team.

If you think you would be a great fit for our team, please apply today.

About the Position:

The Bookkeeper is responsible for maintaining accurate financial records for the company. This position is responsible for recording financial transactions, reconciling bank statements, producing financial reports, and ensuring that all financial data is accurate and up-to-date.

Bookkeeper plays a critical role in ensuring the financial stability and success of the business by maintaining accurate financial records and providing valuable financial insights to the management team.



What the Company Will Provide to You:

- A fun, fast-paced, open, and friendly work environment
- Competitive average salary
- Company benefits (after probationary period)
- Training
- Company events

Principal Responsibilities:

As a Bookkeeper, your duties and responsibilities include but are not limited to:

- Recording all financial transactions, such as sales, purchases, payments, and receipts.
- Keeping track of invoices and bills that are due to be paid, as well as money owed to the business from customers and clients.
- Familiar with SaaS (software as a Service) and using Quickbooks Online, NetSuite, etc
- Assisting with the administration of employee benefits programs, including enrollment, changes, and terminations.
- Ensuring that the company's financial records match its bank statements by reconciling any discrepancies.
- Generate financial reports such as balance sheets, income statements, and cash flow statements.
- Assist with processing payroll, which includes calculating employee salaries, withholding taxes, and issuing paychecks.
- Organizing and maintaining financial records, including ledgers, journals, and other accounting documents.
- Monitoring financial activity and report any unusual transactions or discrepancies to management.
- Assisting with audits by providing financial information and documentation to auditors
- Other duties as assigned

Requirements & Skills:

- Completion of a college program in accounting, bookkeeping or a related field or completion of two years (first level) of a recognized professional accounting program (e.g., Chartered Accounting, Certified General Accounting) or courses in accounting or bookkeeping combined with several years of experience as a financial or accounting clerk are required.



- A minimum of one year of experience in a related position.
- Strong math skills, and excellent organizational skills.
- Proficient accounting software and spreadsheets user, ability to manage multiple tasks simultaneously.
- Solid understanding of accounting principles, regulations, and standards, knowledge of relevant tax laws and regulations.
- Excellent attention to detail to ensure that financial records are accurate and complete.

Preferred Skills:

- Obtaining certification such as Certified Professional Bookkeeper (CPB) designation is an asset.
- Experience working in a Software as a Service Company