



On Time Advisors Jr Accountant Job Posting

Company: On Time Advisors

Position: Junior Accountant

Job Type: Part-Time (10-20 hours/week), Contractor

Location: Remote

Pay Rate: \$25/hour

On Time Advisors, a dynamic and growing accounting firm, is seeking a detail-oriented and skilled **Junior Accountant** to join our team. The ideal candidate will be responsible for assisting with bookkeeping, tax preparation, and payroll functions while working closely with our lead accountant (CPA candidate), **Sabrina Beaudoin**.

Key Responsibilities:

- Bookkeeping: Maintain accurate financial records, reconcile accounts, and manage financial transactions on QuickBooks Online for multiple clients.
- Payroll Assistant: Assist with payroll processing, ensuring compliance with regulations and timely payroll submissions.
- Tax Prep Assistant: Assist in preparing and filing tax returns using Intuit's ProConnect.

Requirements:

Experience with QuickBooks Online and other Intuit tools

Prior bookkeeping, payroll, or tax prep experience

Strong attention to detail and ability to work efficiently

Comfortable working remotely and managing your own time to meet deadlines

Why Join Us?

- Flexible, part-time contract position.
- Work remotely with a supportive and professional team.
- Opportunity to grow, potential for ongoing, long-term work.

If you meet the qualifications and are ready to contribute to a thriving accounting services team, we'd love to hear from you!

To Apply: Please send your resume and a brief cover letter outlining your experience and qualifications to team@ontimeadvisors.com.