

NOW HIRING

Bookkeeping Manager

Manitoba · Hybrid or remote · Full cycle, multi-client

This is not a traditional back-office bookkeeping role.

The successful candidate will support a Senior Tax Manager by managing the bookkeeping for their portfolio of corporate clients, and help grow their bookkeeping service line. The role combines client management, bookkeeping oversight and advisory support — while offering significant flexibility and autonomy.

WHY YOU'LL WANT THIS ROLE

High-impact work

Step beyond standard bookkeeping into a blend of advisory, client management and client servicing alongside a Senior Tax Manager.

Built-in support

Our support team handles data entry and reconciliations, so your time goes to high-value review and client relationships.

Flexibility and growth

Hybrid and remote autonomy, with earning potential tied directly to the value and growth you create.

ABOUT GRENIER GROUP

Grenier Group is a Manitoba-based CPA firm serving small and mid-size Canadian businesses with bookkeeping, accounting, tax and advisory services. With offices in Niverville, Winnipeg and Carman, and a hybrid Canada-India delivery model, we combine local relationships with efficient, well-documented processes.

We specialize in helping profitable business owners who are behind on bookkeeping and filings get caught up, stay compliant, and make better decisions with clean, timely financial information.

RESPONSIBILITIES

01 Manage existing bookkeeping engagements

- Work directly with a Tax Manager or Senior Manager to oversee bookkeeping for their corporate client portfolio.
- Review bookkeeping prepared by support staff — data entry, reconciliations, coding — in QuickBooks Online.
- Ensure monthly deadlines and deliverables are met, and issues resolved promptly.
- Proactively communicate with clients on missing information, questions and variances.
- Coordinate with the Tax Manager on year-end, tax planning and special projects.

02 Onboard and grow new bookkeeping clients

- Meet with new and existing tax clients to understand their bookkeeping needs and current systems.
- Scope work, prepare quotes, and confidently present and sell the right bookkeeping packages.
- Lead onboarding: set up or clean up QBO files, define processes, establish reporting cadences.
- Identify opportunities to expand engagements — annual to monthly, adding payroll or additional entities.

03 Client servicing and value-added work

- Assist clients with payroll setup and maintenance in Wagepoint, including routine questions.
- Support software upgrades, workflow improvements and basic training on QBO, Dext and related apps.
- Respond to ad hoc bookkeeping requests and flag services that genuinely benefit the client.

QUALIFICATIONS

REQUIRED

- Significant full-cycle bookkeeping experience in a multi-client or public accounting firm environment.
- Proven ability to manage multiple client files, deadlines and priorities independently.
- Strong, confident communicator with business owners and management teams — phone, Zoom and email.
- Demonstrated experience training clients or team members on bookkeeping processes and software.
- Technical proficiency with QuickBooks Online, Dext and Wagepoint.

PREFERRED

- Sales or business development experience — quoting work, onboarding clients, closing engagements.
- Experience preparing personal tax returns (TIs).
- Prior exposure to Canadian small and mid-size business clients.

HOW TO APPLY

If this sounds like the next step in your bookkeeping career, we want to hear from you.

- Your resume.
- A brief cover letter outlining your experience with QuickBooks Online, Dext and Wagepoint, and one example of when you helped a client improve their bookkeeping or processes.

Apply online at joingreniergroup.com