

REBECCA SINCLAIR

Bookkeeper Returning to Full-Time Work

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PROFESSIONAL SUMMARY

Bookkeeper with 9 years of small-business accounting, returning to full-time work after a planned three-year caregiving break. Refreshed QuickBooks Online certification in 2025 and kept 4 clients on contract throughout.

CAREER HIGHLIGHTS

- Maintained 4 contract bookkeeping clients during the career break.
- Completed QuickBooks Online Advanced ProAdvisor certification in 2025.
- Filed 3 years of GST returns with zero CRA adjustments.

CORE SKILLS

- Full-cycle bookkeeping
- QuickBooks Online and Xero
- GST/PST filing (BC)
- Payroll (up to 40 employees)
- Bank reconciliation
- Year-end file prep
- Accounts payable
- Client communication

PROFESSIONAL EXPERIENCE

Contract Bookkeeper (Part-Time)

2022 - Present

Independent, Victoria, BC

- Keep books for 4 small businesses with combined revenue of \$3.8M.
- Prepare year-end packages for two CPA firms with no rework requested.

Bookkeeper

2013 - 2022

Island Trades Group, Victoria, BC

- Handled AP, AR and payroll for a 40-employee contractor.
- Cut invoice processing time 35% by moving to digital approvals.

CERTIFICATIONS

- QuickBooks Online Advanced ProAdvisor (2025)
- Payroll Compliance Practitioner (PCP) coursework

EDUCATION

Accounting and Payroll Administration Diploma

2013

Camosun College, Victoria, BC