

SARAH THOMAS

SENIOR BOOKKEEPER | PAYROLL SPECIALIST | MULTI-ENTITY ACCOUNTING

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PROFESSIONAL PROFILE

Bookkeeping, payroll and tax professional with experience dating back to 2012, including long-term client service, remote tax-season work and contract assignments in accounting offices. Trusted with high-value, multi-entity international bookkeeping across Canada, the United States, India, Singapore and Australia, including multi-currency transactions, intercompany activity, reconciliations and month-end work. Experienced in full-cycle bookkeeping, payroll, indirect tax filings, cleanup projects and financial statement analysis. Adaptable across established client systems and workflows. Holds the Knowledge Bureau DFA - Tax Services Specialist designation.

CORE EXPERTISE

Full-Cycle Bookkeeping • Multi-Entity & Multi-Currency Accounting • Intercompany Transactions • Bank & Credit-Card Reconciliations • Payroll Processing & Remittances • Month-End & Year-End Review • Financial Statements & Analysis • GST/HST/PST • T1 & T2 Tax Experience • Cleanup & Catch-Up • Accounts Payable & Receivable • Accounting-Firm Contract Support

CURRENT PRACTICE

TRUE LEVEL BOOKKEEPING | Edmonton, AB | Owner & Senior Bookkeeper | 2026 - Present

Leads a remote bookkeeping and payroll practice with a team-based workflow. Defines client procedures and oversees payroll, statutory filings, financial reporting and technical reviews, while routine bookkeeping and reconciliations are handled through documented processes.

PROFESSIONAL EXPERIENCE

ACCOUNTOR INC.

Senior Accounting Technician | Dec 2024 - Sep 2025

- Managed bookkeeping and financial records for a diverse portfolio of business clients, including complex account reconciliations and ledger maintenance.
- Selected to support the firm's largest client, a multimillion-dollar international manufacturer of pharmaceutical machinery.
- Handled bookkeeping for the client's operations in Canada, the United States, India, Singapore and Australia.
- Managed multi-currency transactions, intercompany accounting, account reconciliations and month-end bookkeeping across international operations.
- Prepared Canadian T1 personal income tax returns involving self-employment and rental-property income during tax season.

ABOVE AND BEYOND TAXES | Langley, BC

Bookkeeper & Tax Preparer | Aug 2014 - Dec 2024

- Provided full-cycle bookkeeping for multiple small-business clients across varied industries and financial systems.
- Completed catch-up and cleanup assignments, identified discrepancies and restored reliable financial records.
- Processed payroll, managed accounts payable and receivable, and maintained general ledger records.
- Prepared and filed GST/PST, T4, T5 and other applicable reporting; supported year-end and tax preparation.
- Performed bank and credit-card reconciliations, improved workflows and helped clients understand their financial information.

INTUIT | Remote

Senior Tax Expert | Feb 2021 - Nov 2023

- Advised Canadian clients on personal tax preparation, compliance, filing issues and complex tax situations.
- Explained tax requirements clearly, maintained detailed case records and met quality and performance expectations in high-volume seasons.

SOFTWARE & SYSTEMS

QuickBooks Online • Xero • Sage 50 • Dext • Plooto • Microsoft Excel • Microsoft 365 • Google Workspace • CRA Represent a Client • EFILE. Additional experience across numerous bookkeeping, payroll and tax platforms.

ADDITIONAL TAX EXPERIENCE

Canadian T2 corporate tax return preparation in an earlier accounting-firm assignment, plus T1 personal return experience including self-employment and rental schedules. Familiar with preparing supporting records for year-end and coordinating with tax preparers.

PROFESSIONAL DESIGNATION

DFA - Tax Services Specialist | Knowledge Bureau

EDUCATION & SPECIALIZED TRAINING

Douglas College & College of the Rockies | Accounting and business coursework, including introductory and managerial accounting, business law and marketing.

Sprott Shaw College | Payroll, accounting software, human resources and business presentations coursework.

Knowledge Bureau | Six taxation courses completed; four documented Certificates of Achievement (30 CE credits each):

2017 | T1 Professional Tax Preparation - Advanced (June 30); T1 Professional Tax Preparation - Proprietorships (October 30)

2018 | T2 Tax Preparation for Small Business (September 26)

2019 | T2 Tax Preparation for Professional Practices (January 8)