POSITION DESCRIPTION

Job Title: Xero Bookkeeping Setup & Systems Integration Specialist

About the Role:
We are seeking an experienced professional to help us set up Xero bookkeeping and ensure smooth integrations with our existing software stack. This role requires someone with strong technical expertise in accounting systems and API integrations, along with a proven track record of migrating financial data from SAGE to Xero.

Key Responsibilities:

- Set up and configure Xero bookkeeping tailored to our business needs.
- Seamlessly migrate financial data from SAGE Books to Xero with accuracy and completeness.
- Integrate Xero with other business software via APIs to ensure efficient data flow and automation (i.e. Plooto).
- Work closely with our existing account to:
    - Train them on the Xero system.
    - Provide ongoing support and guidance during the transition period.
    - Manage both systems (SAGE & Xero) in parallel until the integration is complete.
- Test integrations and troubleshoot any issues to maintain data integrity and system reliability.
- Provide best practices, documentation, and training for internal staff to use the new setup effectively.

Requirements:

- Strong experience with **Xero bookkeeping setup and customization**.
- Proven expertise in **SAGE to Xero migration** (including reconciliations and historical data).
- Hands-on experience with **API integrations between accounting software and other platforms**.
- Ability to collaborate effectively with accountants and finance teams.
- Detail-oriented with excellent problem-solving and troubleshooting skills.
- Ability to communicate technical details clearly to non-technical team members.

Nice to Have:

- Accounting or bookkeeping background/qualifications.
- Experience with workflow automation tools (e.g., Plooto).
- Previous work with small-to-medium businesses during software transitions.

Type of Work: Temporary contract from October 20, 2025 to December 18, 2025 with the possibility of renewal. Please indicate hourly rate expectations in your cover letter.

How to Apply:
Send your resume and cover letter to Leslie.evans@calgarycommunities.com

Please share your relevant experience, examples of past Xero/SAGE migrations, and details of API integrations you've worked on.