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Core Capabilities

- Full-cycle bookkeeping: A/R, A/P, general ledger, trial balance, reconciliations
- Payroll & remittances: Incl CRA compliances, T4s & year end audited & un-audited
- Financial reporting: Monthly, quarterly & annual statements for visibility & planning
- Crypto, Smart Contracts & DAO accounting: Translating blockchain transactions into audit-ready reports
- Budgeting & burn rate tracking: Helping clients align spending with strategy
- Software proficiency: Sage 50, Xero (Certified), Quickbooks Online, Wave
- Remote systems: Microsoft Office, cloud file sharing, secure portals

JULIE JOHNSTON

Professional Bookkeeper

Experience Overview

For over two decades, I've provided full-cycle bookkeeping and financial support to a range of businesses—from hands-on construction firms to digital-native crypto startups. I bring clarity, consistency, and integrity to every set of books I manage. My work is rooted in organization, calm communication, and the ability to make complex systems feel simple.



Work Experience

2009 –
Present

Independent Bookkeeper

Clients across Canada (Remote)

- Serve Clients in construction, nonprofit, and digital sectors
- Deliver accurate monthly bookkeeping, payroll & reports
- Clean up & restructure accounts for smoother systems going forward
- Convert crypto data into traditional reports for year-end or audit use
- Help small business owners understand and trust their financials
- Delivered flexible support for companies not ready to hire in-house

2001
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2009

West Rock Construction Ltd.

Office Manager

- Provided ongoing full-cycle bookkeeping
- Managed accounts for multiple construction sites & properties
- Oversaw subcontractor payments, project budgets & expenses
- Gained deep understanding of construction timelines & reporting needs
- Supported CEO, consultants & tenants with operations & logistics
- Designed filing systems & workflows for admin & financial clarity



Education

- Xero Certified Advisor, 2021
- Accounting Courses, Thompson River university, 2002–2004
- Legal Office Diploma, Sprott Shaw College, 2000
- Holistic Nutrition Diploma, Pacific Rim College, 2013
- High School Diploma, Oak Bay High School, 1998