

About the Opportunity

- The planning and execution of fieldwork for audit and review engagements, including:
 - Completion of all planning documents;
 - Work within approved budgets and deadlines;
 - Preparing financial statements, including notes;
 - Correspondence with client when required;
 - Preparing corporate tax return; and
 - Related checklists.
- Preparation of compilation engagements for owner managed businesses in various industries, including:
 - Preparing financial statements, including notes;
 - Preparing corporate tax returns; and
 - Related checklists.
- Preparation of personal tax returns.
- Preparation of tax slips, including T4 and T5 slips.
- Certain amount of bookkeeping.
- Expected to gain appropriate level of personal and corporate tax knowledge and maintain knowledge of Canadian accounting standards and updates.
- Expectation to learn and use our internal accounting software with proficiency.

Qualifications:

- Pursuing or completion of the Canadian CPA designation.
- Minimum of 2 years progressive experience in a public accounting practice.
- Experience working with various entrepreneurial clients is preferred.
- Solid knowledge of accounting software including, QuickBooks and QuickBooks online.
- Experience with TaxPrep, MS Excel and MS Word is expected.
- Excellent verbal and written communication skills.
- Ability to establish and maintain strong client relationships.
- Organizational skills for prioritizing demands, work-flow and meeting deadlines.
- Must have a strong commitment to quality of work.
- Solid understanding of business professionalism and the ability to work in a team environment.