

JOB DESCRIPTION

POSITION TITLE:

Staff Accountant

PRIMARY OBJECTIVE:

Perform bookkeeping and accounting functions, including preparation of year end working papers for a diverse client base, while adapting to the changing requirements, workload and software applications.

KEY RESPONSIBILITIES:

- Full cycle bookkeeping and accounting for diverse client base
- Perform monthly banking reconciliations
- Prepare GST/HST returns
- Prepare payroll
- Prepare T1s, T2s, T4s, T5s and other government prescribed forms
- Prepare year end working paper files with documentation supporting balance sheet and profit and loss assertions
- Prepare financial statements
- Resolve accounting and income tax issues, including communication with CRA and other relevant parties
- Other applicable and related work as directed by management of the Company

EDUCATIONAL/PROFESSIONAL/WORK EXPERIENCE:

- University degree or a proven combination of education and experience in an accounting and taxation environment
- 3-5 years experience performing staff accounting responsibilities

BEHAVIOURAL COMPETENCIES:

- Sound professional judgement, initiative, relationship building and proactive
- Advance working knowledge of desktop Quickbooks, online Quickbooks, Excel, Word, Caseware and Profile
- Superior keyboarding skills
- Strong attention to detail and strong sense of urgency
- Exceptional organizational and prioritizing skills
- Outstanding clear internal and external communication and interpersonal skills

Please keep in mind that as business and client expectations change, the accountabilities of this role may be changed by the Company as necessary, and such changes are part of this position.