

Opportunity

We are looking for a full-time junior accountant to join our team and provide exceptional services to our clients.

As part of our team, you will be responsible for:

- Preparing notice to reader engagements
- Preparing corporate tax filings
- Preparing personal income tax returns
- Reviewing notices from CRA and preparing responses when required
- Providing bookkeeping assistance when required
- Building positive working relationships with clients and responding to requests and suggestions
- Communicating with team members regarding progress updates and issues
- Other tax-related tasks.

We believe in providing our people with continuous learning and growth opportunities through our training systems, exposure to a variety of industries, challenging work, and the opportunity to see work through from beginning to end. We also believe in fostering a strong collaborative environment. You will work with different teams throughout the year and develop relationships with senior accountants, managers, and partners.

Requirements:

- You are completing or about to complete a degree in Accounting
- You are ready to start the CPA PEP program
- You are fluent in English, both verbal and written, due to direct communications with clients, taxation authorities, and other parties
- You may have some experience in CaseWare, Tax Prep, or other tax preparation software
- You may have some previous experience in a public practice firm

If you are interested in joining our team, please respond to this job posting with a **cover letter, resume, and transcript combined in one PDF document.**

In your cover letter, please tell us about a time that you had to deal with a difficult deadline.

We thank all applicants for their interest, however only those selected for an interview will be contacted.