

## POSITION TITLE: Staff Accountant - Audit and Assurance

### ABOUT US:

WMKL is a medium sized accounting firm with a combination of corporate, non-profit, and personal clients all across Canada. Our portfolio includes a full range of services in the areas of assurance and taxation, estate and retirement planning, business advisory services, bookkeeping and training, information technology services and support.

With a dedicated team of 60 professionals, our work environment centers around our clients, ensuring we deliver on expectations in order to meet the varying needs of our clientele.

We offer an established reputation through our successful 39 year history with the excitement that comes from the recent expansion and renovation of our St. Catharine's office space.

### JOB OVERVIEW:

We are currently seeking a full-time Staff Accountant to join our growing team. The successful candidate will have demonstrated abilities at working both independently and as part of a team, and is able to thrive in a fast paced environment with strict deadlines and multiple demands.

Duties will include completion of month end and year end client engagements (audits, reviews and compilations), preparation of personal and corporate annual tax filings, client tax planning projects, and other assurance and tax related assignments.

### JOB RESPONSIBILITIES:

Salary commensurate with education and experience.

### QUALIFICATIONS:

#### Education

- An undergraduate degree in business, accounting, or a related area is required.
- CPA designation or equivalent experience

#### Experience

- Must have a minimum of 2 years' experience working in a public accounting firm including year-end file preparation and the preparation of personal and corporate tax returns

#### Skills

- Proficient in use of Microsoft Outlook, Word and Excel;
- Experience with Taxprep, CCH Engagement and/or Caseware an asset;
- Strong organizational and communication skills;
- Ability to prioritize and manage multiple tasks;
- Effective communications skills for dealing with clients, co-workers and partners;
- Leadership and training skills through mentoring and coaching;
- Excellent interpersonal skills; and
- Strong oral and written communication skills.

Interested candidates are invited to forward a covering letter and resume to: [resume@wmklca.com](mailto:resume@wmklca.com). We thank all applicants, however we will only contact applicants with whom we wish to interview.