

**POSITION TITLE:** Accounting Technician

**JOB OVERVIEW:**

We are currently seeking an experienced full-time Accounting Technician to join our growing team.

Applicant must have an excellent knowledge of general accounting principles. 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.

**QUALIFICATIONS:**

- Extensive experience in Quickbooks, Quickbooks Online and Sage 50;
- Excellent ability to troubleshoot and problem-solve;
- High level of experience with Microsoft Excel, Office and Outlook an asset;
- Ability to prioritize and manage multiple tasks;
- Attention to detail and accuracy;
- Ability to work independently;
- Effective communications skills for dealing with clients, government, co-workers and partners;
- Excellent interpersonal skills; and
- Strong oral and written communication skills.

**JOB REQUIREMENTS:**

- Accurately complete HST/GST, PST, EHT, WSIB monthly/annual returns on a timely basis;
- Prepare personal tax returns and related schedules;
- Prepare corporate tax returns and related schedules;
- Complete notice-to-reader engagements;
- Prepare and review monthly bookkeeping data for various clients using various accounting software packages, including recording all sales, purchases, payroll, bank and credit card transactions and balancing key accounts monthly;
- Communicating with clients and government on a regular basis; and
- Additional duties as required.

Salary commensurate with education and experience. Previous public accounting experience a definite asset.

Interested candidates are invited to forward a covering letter and resume via email to: [resume@wmklca.com](mailto:resume@wmklca.com) no later than May 31, 2019. We thank all applicants but only those selected for an interview will be contacted.

**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 over 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 40+ year history with the excitement that comes from the continued growth and development of our dedicated employees.