

## POSITION TITLE: Senior Accountant (CPA) - Audit and Assurance

### JOB OVERVIEW:

We are currently seeking a full-time CPA to join our growing team. The successful candidate will have had their CPA designation for a minimum of 2-3 years. They must demonstrate abilities at working both independently and as part of a team and be able to thrive in a fast-paced environment with strict deadlines and multiple demands.

### JOB RESPONSIBILITIES:

- Conduct compilation, review, audit, bookkeeping and tax engagements
- Prepare financial statements and corresponding notes
- Compute taxes owed and prepare personal and corporate tax returns (and other tax compliance slips)
- Prepare year-end tax forms (T3s, T4s and T5s)
- Apply knowledge of Accounting Standards for Private Enterprise (ASPE)
- Investigate and correct discrepancies/ irregularities in financial entries, documents and reports
- Respond to client questions and queries
- Raise identified technical issues with manager or engagement partner
- Update manager or engagement partner on the progress of engagements
- Vouch and assess appropriateness of audit evidence
- Clearly document evidence from testing and conclusions made
- Complete bank and other account reconciliations
- Prepare payroll, HST and government reports
- Collaborate with client engagement team prior to commencement of client work to discuss roles and responsibilities, risk areas, materiality and deadlines
- Set-up files for new clients and newly incorporated businesses
- Work with accounting software and provide support to clients
- Develop and maintain relationships with client management
- Contribute to the development of new ideas and approaches to improve work processes
- Lead engagement teams while coaching and mentoring junior team members.

### QUALIFICATIONS:

#### Education

- Possess a Bachelor's Degree in Accounting
- Completion of CPA designation;
- 2 - 3 years post graduate experience with a public accounting firm
- Experience working with, or exposure to, accounting and tax software such as Taxprep, Quickbooks and Sage (Simply) Accounting is beneficial
- Strong computer literacy including effective working skills of Microsoft Word, Excel, PowerPoint and Outlook
- Extensive knowledge of and experience working with Accounting Standards for Private Enterprises (ASPE) and Accounting Standards for Not-For-Profit Organizations (ASNPO) with a strong working knowledge of corporate and personal income taxes
- Travel will be required

## Skills

- Experience with Taxprep and CCH Engagement/Caseware an asset;
- Excellent ability to troubleshoot and problem-solve;
- 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

Salary commensurate with education and experience.

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.