

## POSITION TITLE: Senior Manager (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 5 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:

- Provide business advisory and assurance services to a wide range of clients
- Analyze and review financial information
- Manage a portfolio of clients while ensuring their needs are met and that relationships and accounts grow and develop
- Accountable for engagement budgets, WIPS, billing, collection, variance reporting
- Ensure clients fully served by providing client services including planning, budgeting, scheduling and coordinating engagements
- Think strategically about client needs by understanding their business and key risks, providing value-added services as identified
- Lead engagement teams while coaching and mentoring junior team members.
- Professional-level knowledge of accounting and auditing standards
- Conduct compilation, review, audit, bookkeeping and tax engagements
- Ensure proper documentation made and procedures are followed in accordance with firm and professional standards
- Prepare financial statements and corresponding note disclosures
- Investigate and correct discrepancies/ irregularities in financial entries, documents and reports
- Respond to client questions and queries
- Vouch and assess appropriateness of audit evidence
- Clearly document evidence from testing and conclusions made
- Collaborate with client engagement team prior to commencement of client work to discuss roles and responsibilities, risk areas, materiality and deadlines
- Maintain high quality control by reviewing work done from other team members for accuracy and completeness; provide feedback to team members
- Contribute to the development of new ideas and approaches to improve work processes
- Conduct formal, written performance reviews
- Travel will be required

### QUALIFICATIONS:

#### Education & Experience

- Possess a Bachelor's Degree in Accounting
- Completion of CPA designation;
- Minimum 5 years of post-graduate experience with a public accounting firm

## Skills

- Experience with Taxprep and CCH Engagement/Caseware an asset;
- Strong computer literacy including effective working skills of Microsoft Word, Excel, PowerPoint and Outlook
- 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.