



POSITION TITLE: Full time Staff Accountant

JOB OVERVIEW:

We are currently seeking up to two newly-graduated students to join our professional team.

JOB RESPONSIBILITIES:

- Conduct compilation, review, audit, bookkeeping and tax engagements
 - Prepare financial statements and corresponding financial statement 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
 - Complete monthly bookkeeping for clients
 - Develop and maintain relationships with client management
 - Contribute to the development of new ideas and approaches to improve work processes
 - Administrative duties, as required
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- Full on-the-job training will be provided

QUALIFICATIONS:

Education

- Recently graduated from Brock's Bachelor of Accounting program.
- Minimum 75% major average

Skills

- Excellent verbal and written communication skills;
- 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

ABOUT US:

Wormald Masse Keen Lopinski LLP is a medium-sized accounting firm that is constantly growing and evolving. We are always looking for individuals with the drive and ambition to join our team and help us achieve our vision and goals. In return, we will provide you with the experience, knowledge and confidence you need to pursue a career as a Chartered Professional Accountant.

We provide services to a combination of corporate, non-profit, and personal clients 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.

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Interested candidates are invited to forward a covering letter and resume via email to: resume@wmklca.com. We thank all applicants but only those selected for an interview will be contacted.