

**POSITION TITLE:** Co-op Student

**ABOUT US:**

Wormald Masse Keen Lopinski LLP is a medium-sized accounting firm located in St. Catharines 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.

We offer an established reputation through our successful 40+ year history. Our work environment centres around our clients, ensuring we deliver on expectations to meet the varying needs of our clientele.

**JOB OVERVIEW:**

We are currently seeking up to two co-op students to join our professional team. First work term to begin January 2023.

**JOB RESPONSIBILITIES:**

- Full on-the-job training will be provided
  - Monthly bookkeeping for clients
  - Year-end file preparation
  - Corporate tax preparation
- Administrative duties, as required

**WHY WMKL?:**

- Competitive rates of pay and paid overtime
- Client interaction and experiential learning, working on all aspects of files from start to finish
- In-house training programs
- Learning and development opportunities for both personal and professional growth
- Travel opportunities
- Work-life balance and the flexibility to pursue activities and interests outside of work, such as athletics, volunteering and more
- Mentoring program and day-to-day job coaching
- Career development support
- On-site fitness room
- Firm social events throughout the year

**QUALIFICATIONS:**

Education

- Enrolled in first or second year Brock co-op accounting program.
- Minimum 75% major average

Skills

- Excellent verbal and written communication skills;
- Proficient in use of Excel and Word;
- Exceptional organizational, analytical and problem-solving skills; and
- Ability to prioritize and manage multiple tasks.