

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:

- 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 RESPONSIBILITIES:

- 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 Compilation engagements;
- Prepare financial statements and corresponding financial statement notes;
- 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. We thank all applicants but only those selected for an interview will be contacted.

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 70 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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