

**POSITION TITLE:** Full time Staff Accountant – Audit and Assurance

**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. 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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In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, WMKL will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. Please inform us of the nature of any accommodation(s) that you may require.

**JOB OVERVIEW:**

We are currently seeking individuals to join our professional team.

**SALARY RANGE:**

- \$50,000 – \$80,000

**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

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

## **QUALIFICATIONS:**

### Education

- An undergraduate degree in accounting or a related area is required.
- Preference will be given to candidates who have obtained their CPA designation.

### Skills

- Excellent verbal and written communication skills;
- Strong computer literacy including effective working skills of Microsoft Word, Excel 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; and
- Excellent interpersonal skills.