Senior Accountant

Posted by A & D OFFICE SERVICES LTD.

Posting Date : 06-Jan-2025

Closing Date : 05-Jul-2025

Location : Dawson Creek

Salary : $38.50 Per Hour

Job Requirements

- **Education**: Bachelor’s Degree
- **Language**: English
- **Years of Experience**: 2 years
- **Vacancy**: 1
- **Job Type**: Full Time
- **Job ID**: DISJ1281044

Job Description:

Senior Accountant

Job Title: Senior Accountant (NOC 11100)

Employer: A & D OFFICE SERVICES LTD.

Location: 10200 8 ST suite 116Dawson Creek, BCV1G 3P8

Vacancy: 1

Wage: $38.50 per hour for 40 hours a week

Employment groups to include: persons with disabilities, indigenous, newcomers to Canada, student, and vulnerable youth

Terms of employment: Term or contract

Start Date: as soon as possible

Job Requirements:

Languages

- English

Education

- €€€€€ Bachelor’s Degree

Experience

- €€€€€ At least 2years to 3 years of work experience as an accountant or related field.

Duties:

* Lead delivery of strategic engagements spanning tax planning & advisory, CRA corporate tax audit, and compliance protocols for diverse portfolio of clients.

* Lead strategy and teams in business development and attraction of new jobs to the firm.

* Lead full cycle of multiple clients' facing engagements across tax planning, advisory, compilation and wide varying issues in accounting and taxation.

* Prepare and review work, including necessary steps to complete compilation reports on own without guidance that meet CPA engagement standards for reporting.

* Prepare and review corporate, personal and trust tax returns. Executes planning of files, computes tax owed and produce necessary tax compliance slips, ensuring compliance with government standards and requirements.
* Review DOD and T3 returns for planning and compliance.

* Oversee and review year-end tax forms (T4s and T5s) firm-wide.

* Provide necessary technical and explanatory response to client questions and queries.

* Constantly reviews risks and raise identified technical issues on transactions and operational issues on accounting and tax.

* As firm's accountable engagement lead for tax, accounting, bookkeeping and compilation engagements, stay on top of report and progress of all projects.

* Oversee and review bank, credit card, pos and other account reconciliations during bookkeeping review.

* Work with accounting software and provide support to clients as required.

* Accountable for the development, management and maintenance of relationships with clients.

* Constantly contribute to the development of new ideas and approaches to improve work processes.

* Execute expert level, high quality deliverables in taxation and assurance which often involve management presentation, technical memo/report development and various other quality client interactions of industry standard;
* Prepare, plan and executes Financial Statement and management reports, with note disclosures;

* Plan, analyze, prepare, and file tax returns spanning corporate (T2), trusts, partnership, and complex personal returns.Set up new clients' tax file on software and safe relevant tax workpaper online in data base.
* Review prior years' return and tax history to identify errors, omission and optimization opportunities for new clients.
* Effectively seeks to understand clients' business, risk profile, opportunities for value add, relationship management and business growth in the management of clients' portfolio assigned.

* Execute clients’ business processes and policy evaluation and recommend proactive tax strategies that drives operational efficiencies and enables business opportunities.

* Plan, reviews and organizes teams in preparation of tax returns and delivery of tax research for planning/advisory engagement;

* Action and respond to CRA queries (reviews and audit) and prepares relevant technical memos, report and consolidates and submit relevant documents.

* Review and execute full cycle of compilation engagement projects.

* Administer design and update of various tax return and master file control list, fee calculation sheet as part of compliance administration.

* Calculate reserves, tax provisioning, carry forwards, tax instalments and arrange for timely payments

* Lead and execute the full cycle of engagement of terminal and estate returns: planning, compliance, optimizations, risks and clearance certificate processing.

* Executes income, wage/compensation planning for shareholders and their corporations.
* Team Leadership: set clear expectation, conduct performance appraisal, provide feedback on reviews and guide towards meeting expectation;

* Provides ongoing mentoring support for development needs of staff

* Stay ahead of regulatory developments and updates for planning on assigned files.

* Regularly contribute ideas, suggests improvements to processes and drive business development initiatives.

* Review and prepare election forms required in corporate re-organization;

* Liaise and engages Canada Revenue Agency on corporate and personal tax audit defense, prepares & file objections, respond to review requests and various other client issues

* Manage administrations, team coordination, work flow planning and technical reviews in busy tax seasons;

Work Conditions

•€€€€€€ Fast-paced environment

•€€€€€€ Work under pressure

•€€€€€€ Tight deadlines

•€€€€€€ Attention to detail

•€€€€€€ Large caseload

•€€€€€€ Large workload

Personal Suitability:

•€€€€€€ Accurate

•€€€€€€ Client focus

•€€€€€€ Dependability

•€€€€€€ Efficient interpersonal skills

•€€€€€€ Excellent oral communication

•€€€€€€ Excellent written communication

•€€€€€€ Flexibility

•€€€€€€ Initiative

•€€€€€€ Interpersonal awareness

•€€€€€€ Judgement

•€€€€€€ Organized

•€€€€€€€ Reliability

•€€€€€€€ Team player

•€€€€€€€ Ability to multitask

•€€€€€€€ Adaptability

•€€€€€€€ Due diligence

•€€€€€€€ Proactive

How to Apply

Email: clients@adoffice.ca

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: clients@adoffice.ca

Posted on Disabled job Portal