

Position: Intermediate Accountant/Account Manager

An opportunity is available for an intermediate accountant for general bookkeeping and financial reporting, as well as personal and corporate tax services. This person will work directly with a senior accountant, under their supervision and for review by the partners, in accordance with CPA and firm standards.

Key responsibilities

- Rolling forward accounting files from previous year
- Setting up financial statements and enter opening balances
- Assisting in preparation of government remittances – including GST, PST, PD7A & WCB
- Handling correspondence for Canada Revenue Agency reviews and audits
- Preparing year end financial statements and related working papers for reviews and compilations
- Assisting with the preparation of Corporate and Personal income tax returns; Trust, Nonprofit, and other information returns and schedules
- Providing bookkeeping services to clients
- Communicating with clients at each stage of file preparation
- Helping clients understand accounting software and the accounting process
- Assisting senior accountants with delegation of bookkeeping and file compilation work
- Assisting senior accountants with mentoring and coaching junior accountants
- Reviewing bookkeeping work, and providing feedback to junior accountants
- Assisting with planning, maintaining and managing time budgets

To apply, please send your resume and a brief cover letter to careers@lorennancke.com.