

Position: Junior Accountant/Account Representative

An opportunity is available for a junior accountant to assist with general bookkeeping and financial reporting as well as personal and corporate tax services. This person will work directly with an intermediate/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
- Preparing 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 for clients
- Assembling financial statements and tax returns
- Communicating with clients at each stage of file preparation

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