

## CPA Articling Staff Accountant

Responsibilities include (but are not limited to):

- Notice to Reader preparation, including compilation of financial statements and corporate tax returns with all supporting material, referencing, adjusting journal entries and checklists
- Reconciliations of bank accounts, credit cards, all CRA accounts (GST, corporate tax and payroll), shareholder accounts, inter-company accounts, etc.
- Assistance on audits and reviews
- Bookkeeping preparation when required
- Preparation of personal tax returns, including rentals and self-employment schedules with all necessary supporting material
- Assisting with client and CRA inquiries as required
- Other administrative, accounting, and tax related tasks as required
- Working closely with clients via e-mail, over the phone and in person

Qualifications & Experience:

- All prerequisites required for entry into the CPA Professional Education Program (PEP) year 1 (Sept 2022)
- Strong computer skills, including the use of Microsoft Office programs (Word, Excel in particular)
- Experience with CaseWare, TaxCycle, Sage 50, QuickBooks and QuickBooks Online
- Practical tax and/or accounting experience is desirable
- An understanding of basic tax and accounting concepts and processes
- Eagerness to learn, a positive attitude and strong interpersonal skills
- Willingness to work overtime during tax season, including weekends
- Written and verbal English must be strong

Compensation:

- Salary to be determined on experience, plus paid overtime at time and a half
- Medical benefits
- Sick time and mental health days
- Annual vacation
- Choice of RRSP, fitness or Flexsave health spending account benefits after 1 year of employment

This position is permanent, full-time.

*To learn more about this opportunity please send your resume and cover letter as either a Word or PDF document to [janine@sidneyaccountants.ca](mailto:janine@sidneyaccountants.ca). Due to the high volume of resumes received, only qualified candidates will be contacted. Thank you.*