



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:** ABOJ5218469

Job Description:

Senior Accountant

Job Title: Senior Accountant (NOC 11100)

Employer: A & D OFFICE SERVICES LTD.

Location: 10200 8 ST suite 116 Dawson Creek, BC V1G 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 2 years 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 save 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 reference letter from your previous employer to the following email: clients@adoffice.ca

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