

IDENTIFICATION

Department/Reporting Manager/ Supervisor	Name and Position Title	
Director Operations	Accountant	
Employer	Location	Country
EPR/IBS/GTM	Calgary/Northwest Territories	Canada

PURPOSE OF THE POSITION

Purpose of the position is to execute or assist in the execution of account and assurance engagements under the direction of the Director of Operations.

SCOPE

Scope of the position is to ensure:

- Attendance onsite for conducting client engagements, travel outside of Calgary is a requirement.
- Perform audit procedures under direction of Director of Operations,
- Prepare/Assist in the preparation of financial statements under ASPE, ASNPO, PSAS and checking them for accuracy,
- Perform Compilation engagements,
- Perform bookkeeping and general client support functions,
- Address ad hoc client requests,
- Managing the workflow of the assigned Job,
- Maintaining proper communication with firm staff and/or Clients

RESPONSIBILITIES

This position will be responsible for performing;

- Preparation of Year End Financial Statements
- Preparation of Corporate and Personal tax returns
- Bookkeeping and administrative tasks as necessary

WORKING CONDITIONS

Physical Demands

Office Desk based, also needs to visit client Office as and when required.

Environmental Conditions

Standard office environment.

Sensory Demands

Mental Demands

Stressful situation may occur frequently to accommodate competing deadlines and multitask.

KNOWLEDGE, SKILLS AND ABILITIES

- Certified Public Accountant Certification
- Client support and coordination
- Quick in learning and adapting, problem solving, attention to detail, organized

Typically, the above qualifications would be attained by:

- Knowledge in bookkeeping and accounting and general CRA compliance considerations.
- Proficiency in MS Office, knowledge in Sage 50
- Expertise in Effective Client Communication
- Ability to deliver the assigned work within the budgetary time line with accuracy

ADDITIONAL REQUIREMENTS

- As directed by the Manager/Supervisor
- Any other tasks as assigned

HOW TO APPLY

Interested candidates please send your resumes at career@epyellowknife.ca