

Andrew Shannon
Chartered Professional Accountant

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STAFF ACCOUNTANT POSITION:

We are currently looking for a staff accountant to assist us in our growing business. The successful candidate will be responsible for the timely preparation of year-end compilation engagements, some bookkeeping as well as personal and corporate income tax returns. These duties will include:

- Communicating with clients to compile year-end financial statements and corporate income tax returns
- Bank reconciliations
- Monitoring of accounts receivable
- Preparation/filing of government remittances (HST, payroll, WSIB, etc.)
- Preparation of client reports
- Monitoring results and identifying areas for discussion
- Preparation of personal income tax returns
- Communicating and reporting the above in an effective and efficient manner

Qualifications:

- University degree, College diploma or equivalent work experience
- Ability to work in a fast-paced environment, efficiently and effectively
- Excellent organizational and communication skills
- Experience with Microsoft Office, Sage, QuickBooks or other accounting software would be an asset
- Bilingualism would be an asset

If you are interested, please send your cover letter and resume to ashannon.ca@bellnet.ca.

Only those selected for an interview will be contacted