

Johnston Beaudette

Chartered Professional Accountants

Senior Staff Accountant

Opportunity

Johnston Beaudette is looking for a Senior Accountant to join our team in September 2023. The position is full-time permanent (in-office).

Johnston Beaudette strives to provide Eastern Ontario's public and private sector organizations and individuals with accounting, audit, tax and related services. We provide these services through a knowledgeable and talented team who truly believes in superior client service and who are dedicated to helping the firm's clients succeed and prosper.

Responsibilities

- Perform review and compilation engagements and prepare the related corporate income tax returns for small to medium sized organizations in a variety of industries.
- Apply accounting and tax knowledge to identify issues, suggest alternatives, and implement required actions.
- Apply problem solving skills to identify incorrect client entries and then correct them.
- Prepare personal income tax returns ranging in complexity.
- With assistance, prepare tax planning for both personal and corporate clients.
- Perform income tax research and apply findings to a client engagement.
- Interact with Canada Revenue Agency regarding tax discrepancies and client statements of accounts.
- Keep partners and other team members informed, on a continuous basis, of progress and significant issues.
- Take responsibility and be accountable to meet engagement goals and deadlines.
- Deliver completed engagement files for review on a timely basis.
- Communicate effectively and efficiently with clients and their stakeholders.
- Develop working relationship with clients.

Competencies

Technical

- Has successfully completed a Business Accounting College Diploma or higher.
- Demonstrates a clear understanding of accounting fundamentals.
- Demonstrates tax knowledge sufficient to prepare tax filings related to the client including corporate tax returns, charity returns, etc.
- Demonstrates an understanding of Canadian GAAP with a solid knowledge of:

- Canadian Standard on Related Services 4200,
 - Canadian Accounting Standards for Private Enterprises (ASPE) and,
- Effectively utilizes available tools in the performance of assigned duties (Caseware/Caseview, Taxprep, SharePoint, Outlook, Word, Excel)

Organizational

- Completes assigned work with a minimum level of supervision
- Applies new knowledge to subsequent engagements
- Provides a neat, legible, well-organized product for review
- Demonstrates the ability to manage competing priorities and has strong organizational skills
- Demonstrates analytical and problem-solving skills

Professionalism/Interpersonal Skills

- Works effectively as a member of a team, and independently, with limited supervision
- Strives for excellence in client service, including an awareness and commitment to meeting deadlines, the timely return of telephone calls, emails and other related communication
- Demonstrates professionalism
- Demonstrates a commitment to providing excellent client service
- Demonstrates initiative and strong work ethic
- Demonstrates maturity
- Demonstrates an awareness of laws, legal requirements and rules of professional conduct

Communication

- Effectively communicates with clients, partners and co-workers (written and oral)
- Keeps manager informed at all times regarding any problems with workload, client deadlines or any other matters that impact client service
- Demonstrates good listening skills – understands and follows instructions and asks good questions