



CHARTERED PROFESSIONAL ACCOUNTANTS LLP

## Accounting Technician

MPW Chartered Professional Accountants LLP is a fast growing accounting firm with four offices located in Strathroy, Sarnia, Wyoming and Forest.

We provide expert advice to individuals and corporations in a broad range of industries, including agriculture, contractors, small to large sized businesses, not-for-profit and professional enterprises, and others. We provide a multitude of services in the areas of accounting, tax, and consulting.

This will be a full time position. Work location will be primarily in our Strathroy office, however applicant must be willing to travel to other firm locations in Sarnia, Wyoming and Forest as needed.

### Key responsibilities include:

- \* Work related to engagement assignments including review, compilation and bookkeeping
- \* Tax assignments including preparation of personal tax and other information returns
- \* Follow-up with government agencies on issues related to payroll, HST, tax assessments, business numbers
- \* Provide assistance to clients with accounting software, bookkeeping and data entry as assigned
- \* Reports to Partner / Account Manager

### Qualifications include:

- \* Minimum 2 years accounting experience
- \* A solid working knowledge of accounting software such as Quickbooks and Simply Accounting (Sage)
- \* A working knowledge of TaxPrep and CaseWare would be an asset
- \* Proficiency with MS Office (including Word and Excel)
- \* Knowledge and understanding of required government taxes (HST, payroll, including WSIB, EHT and T4s)
- \* Ability to prioritize workloads, meet deadlines and work under pressure
- \* Outstanding client/customer service skills
- \* Ability to build effective working relationships with clients
- \* Ability to work with minimal supervision
- \* Ability to work independently and within a team environment
- \* Excellent verbal and written communication skills
- \* Good organization and time management skills
- \* A valid driver's licence

Remuneration according to experience.

Forward cover letter and resume to [Ivanhaaren@mpw.ca](mailto:Ivanhaaren@mpw.ca)

Closing Date: **December 13, 2020**