

MPW

CHARTERED PROFESSIONAL ACCOUNTANTS LLP

Accounting Technician

MPW Chartered Professional Accountants LLP is a fast growing accounting firm with four offices located in Sarnia, Wyoming, Strathroy 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 Sarnia office, however applicant must be willing to travel to other firm locations 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

Closing Date: **December 13, 2020**