



Junior Accountant

Job: #2016-JA19

Part-time

What You Bring to Truspect Consulting

- 2+ years of accounting experience with exposure to multiple organizations
- Proficiency in writing clear, effective and well-structured business documentation
- Strong time management, interpersonal and communication skills
- Strong attention to detail with an aptitude for proofreading, suggesting alternatives and making modifications.
- Examples to prove you are a self-starter, problem solver and team player who is well organized and deadline focused
- Proven ability to deal with sensitive materials with a high degree of tact and discretion
- Proven ability to prioritize duties based on their importance and urgency
- Advanced skills with MS Office, Outlook, Excel and PowerPoint etc.
- Proficiency in English (both verbally and written)

Responsibilities

- Plan and prioritize external client bookkeeping projects that are assigned to ensure deadlines and clients' expectations are met
- Prepare regular government filings such as GST, PST, WCB, T4 etc
- Perform accounting services including preparation of financial statements, trial balances, and related working papers
- Provide support to clients on general enquiries regarding accounting and taxation issues
- Complete additional ad-hoc duties or assignments as required

At times, business needs arise and employees are required and agree to work beyond their normal work day or work week to fulfill the accountabilities required for their job. Likewise, people need time to devote to personal matters, and our approach to flexibility provides for this.

Join us to work hard and play hard!

Potential candidates are requested to send a resume, cover letter and salary expectation to careers@truspect.ca
Thank you very much for your interest, however, only qualified candidates will be contacted