



## Open Positions

# Senior Accounting Technician

### Job Description:

This senior role in the accounting technician department will be obligated to perform the important tasks, duties, and responsibilities in the job description presented below:

- Manage accounts to a stringent timeline and organize the execution efforts
- Perform bookkeeping duties for various clients
- Prepare corporate year end files such as Notice to Reader, Review, and Audit engagements
- Reconcile sub-ledger to general ledger account balances
- Prepare financial statements
- Assist in the training and supervision of junior staff members
- Assist with the preparation and filing of personal tax returns
- Provide support to the partners in other duties as required
- Possess strong working knowledge of Caseware, Taxprep, Quickbooks online, and Microsoft Office software programs
- Have a solid knowledge and understanding of accounting principles

### Senior Accountant Qualifications / Skills:

- Accounting principles
- Research skills
- Analyzing information
- Attention to detail
- Deadline-oriented
- Confidentiality
- Thoroughness
- Corporate finance
- Financial software
- General math skills

## **Work Hours & Benefits:**

This is a full-time position and the office hours are 9am-5pm Monday to Friday. We do offer a benefits package.

The starting wage for this position will range from \$20-\$30/hr, depending on experience and qualifications.

## **Experience and Licensing Requirements:**

- 5-10 years' experience in accounting/finance
- Minimum of 3 years working in public accounting
- Experience with financial reporting requirements

To apply for this position, please send your resume and cover letter to [info@kcrallp.ca](mailto:info@kcrallp.ca) with subject line "Senior accounting technician".