

Accounting Technician

McGorman MacLean Chartered Professional Accountants is currently seeking a bright, experienced Accounting Technician to join our growing team. This is a full-time permanent position.

QUALIFICATIONS

We're looking for an enthusiastic self-starter who is able to work independently or as part of a team, in a progressive, fast-paced environment. The successful candidate will possess the following skills and qualifications:

- Minimum of three years' experience in an accounting role, either in a public practice or industry setting
- Strong aptitude for accounting theory, practice, and systems
- Keen attention to detail with a high level of accuracy
- Exceptional written and verbal communication skills
- Excellent organizational, time management, analytical and problem-solving skills
- Prior experience using accounting systems and software
- Solid knowledge of standard office software (Word, Excel, Outlook)
- Strong commitment to providing outstanding customer service
- Positive attitude and the ability to maintain excellent working relationships with colleagues
- Ability to meet assignment and project deadlines, sometimes under tight time constraints
- Highly motivated with a strong work ethic

RESPONSIBILITIES

Duties of this position include, but are not limited to:

- Preparing income tax and corporate tax returns
- Producing quality working papers, from bank statements to trial balances
- Preparing financial statements for compilation, review and audit engagements
- Managing monthly and quarterly bookkeeping assignments, including but not limited to payables, receivables, bank and credit card reconciliations, tax returns, payroll calculations and remittances
- Preparing GST returns
- Performing other accounting projects as assigned

Our team is a progressive group of accounting professionals who love our work. We support employees' professional development, and believe in providing opportunities for growth within the company.

We know that our staff is what makes our firm stand apart, and our work environment reflects the value we place on our people. We offer a competitive salary and comprehensive benefits package.

About the Firm

McGorman MacLean is a mid-size accounting firm of approximately 20 staff, established in 1982 and located in Parksville, BC. The firm offers a full complement of personal and corporate accounting services, including personal income tax and corporate tax returns, audit, review and compilation engagements, business succession planning, tax strategy and planning, and tax compliance and reporting to regulatory bodies. Its wide-ranging client base includes individuals, large and small businesses, First Nations, not-for-profit organizations, municipalities, and other public sector bodies.

How to Apply

Please submit resume and cover letter to Attention: Leanne Souchuck at Leanne@mcgormanmaclean.com, or by fax: (250) 248-4504, or mail to: PO Box 760, Parksville, BC V9P 2G8.

We appreciate all applications; however, only those shortlisted will be contacted. No phone calls please.

www.mcgormanmaclean.com

Job Type: Permanent full-time

Experience: 3 years in a public practice or industry setting