

At Kevin D. Tower Professional Corporation, we are seeking an **Accounting Technician / Staff Accountant** to join our team. A full-service accounting firm, located in Wainwright, we advise and work with individuals, businesses and agricultural entities across Alberta. We are dedicated to assisting our clients with a wide range of services from bookkeeping, payroll, financial statements to tax and business advisory services.

If you have a keen eye for detail and passion for numbers, and are looking for a career that allows you to work collaboratively in a team setting alongside clients, this opportunity could be the perfect fit for you.

Job Responsibilities:

- Prepare individual and corporate tax returns
- Prepare Notice to Reader and review engagements
- Investigate and resolve problems associated with bookkeeping through year end adjusting journal entries and analysis of source documents
- Reconcile bank accounts, accounts payable, accounts receivable and payroll
- Prepare GST, T4, and T5 information returns for Canada Revenue Agency submission
- Analyze client records and nature of operations for appropriate tax and accounting
- Provide professional advice and support to clients as needed

Qualifications:

- Must work well in a team environment as well as independently, be detail oriented and professional
- Excellent oral and written communication skills
- Strong time management and organizational skills
- Accounting experience and knowledge working with Sage, QuickBooks, CaseWare, TaxCycle and other computer applications an asset
- Post-secondary degree, certificate or diploma in accounting. This position does not require a designation, but we are willing to consider a candidate interested in pursuing a designation, or a candidate with a designation, if they are the right fit for our team.

Flexible start date. Salary commensurate with qualifications and experience.

Interested candidates can apply *in confidence* with a cover letter and resume at **office@kdtpc.ca**.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.