

Bookkeeper / Accounting Technician / Staff Accountant.

Liberty Tax is currently recruiting for a full time Book Keeper / Account Technician / Staff Accountant for our Cold Lake and St Paul Offices.

Key Responsibilities:

- Full Cycle Book Keeping
- Account and Bank Reconciliation
- GST Returns preparations
- Compilations engagements (Notice to Readers)
- Financial Statements preparations
- Personal Tax Returns
- Client Engagement (Elicit additional information / documents when required)
- T3's, T4's and T5's preparations

Required Knowledge, Skills and Abilities

- Excellent use of Microsoft Outlook, Excel and Word
- Working experience with or exposure to Accounting Software, preferably CaseWire, Profile, Simply and QuickBooks .
- Time management capabilities and abilities to adhere to strict timelines
- Ability to work independently or within a team
- Excellent Customer Service and interpersonal skill
- Excellent English communication skill – written and verbal

We are offering an exceptional opportunity for you to use your skill to work on interesting and diverse assignments, in a flexible work environment with a competitive compensation package as well as continued professional development.

To be a part of the Liberty Tax team, please submit your cover letter and resume to coldlake@libertytax.com. Subject of email should be Bookkeeper / Accounting Technician / Staff Accountant.

While we would like to thank you for submitting your application, only shortlisted candidates will be contacted.