

# **Bookkeeper and Administrative Assistant**

## **About us**

Join a dynamic and growing CPA firm in Whitehorse, Yukon, where you can experience the complex and rewarding work of a larger firm with the relaxed flexibility of a boutique practice. At McKay and Associates, we offer opportunities to work with diverse clients and industries, including First Nation communities and businesses dedicated to mining services and resources, hospitality, manufacturing, municipalities and more.

Be part of a growing team and advance your career with us.

## **Why join our firm?**

This is a once-in-a-lifetime chance to experience the “North of North” lifestyle in the Yukon under the glow of the Northern Lights. What sets us apart is our ability to offer engaging, high-calibre opportunities typically found at larger firms and a supportive, mentorship-driven community.

## **Key responsibilities**

As a Bookkeeper and Administrative Assistant, you will be an integral part of the firm’s day-to-day operations. Work closely with partners and staff to provide bookkeeping, audit and tax administration, administrative and operations support across multiple service areas while representing the firm in a professional manner.

This role is well suited to a highly organized, proactive professional who demonstrates strong communication skills and exercises a high degree of discretion while actively contributing to a wide range of firm matters.

## **Key requirements**

We seek a dedicated professional with the following qualifications:

- University or college education in Business Administration (diploma or certificate)
- Multiple years of experience in administration, reception or office management
- Strong verbal and written English communication (French is an asset)
- Excellent interpersonal skills and a consistently professional approach
- Advanced proficiency in Microsoft Office 365 (Word, Excel, PowerPoint and Outlook)
- Intermediate to advanced computer and software skills
- Highly organized, detail-oriented and solution focused
- Ability to prioritize tasks based on urgency and importance
- Ability to work independently with minimal supervision
- Flexible and willing to work overtime when required

- Reliable, punctual and accountable in all aspects of the role

### **How to apply**

If you're ready to take on a rewarding role with a firm that values excellence and career development, while offering a unique Yukon experience, we'd love to hear from you. Please submit your resume and cover letter to [careers@mayk.com](mailto:careers@mayk.com), outlining how your skills and experience align with this role.