Accounting Technician – Cloud and Compliance Job Posting

THE ORGANIZATION

We are growing, and we are looking for exceptional people who want to grow with us. This is a hands-on role for someone early in their accounting career who learns quickly, takes ownership, and wants more than a job where they simply complete a checklist.

You will join an ambitious, supportive team, work with a wide range of owner-managed businesses, and build practical skills across accounting, tax, bookkeeping, and cloud technology. One successful candidate may join our growing cloud accounting team, depending on experience, strengths, and interest.

WHY GIVENS

For 80 years, Givens LLP has helped Alberta entrepreneurs build stronger businesses. Today, we are growing our firm, expanding our services, and investing in the people who will help shape what comes next.

We move quickly, set a high standard, and care deeply about doing excellent work. You will be trusted with meaningful responsibility, supported by approachable leaders, and encouraged to ask questions, solve problems, and keep improving.

WHAT YOU CAN EXPECT:

- Real client work and practical, on-the-job learning from day one
- Clear feedback, coaching, and room to take on more as your capability grows
- Exposure to multiple industries, accounting systems, and business challenges
- A collaborative team that values strong relationships, accountability, and results
- A 37.5-hour work week, flexible hours, flex Fridays, hybrid work arrangements where appropriate, minimal tax-season overtime, and a flexible wellness benefits package

RESPONSIBILITIES

Your responsibilities will grow with your skills and may include:

- Prepare bookkeeping, working papers, compilation engagements, and year-end files
- Reconcile general ledger and balance sheet accounts; investigate and correct discrepancies
- Prepare journal entries, accruals, and monthly or quarterly financial reporting
- Prepare corporate and personal income tax returns and government forms, with training and review appropriate to your experience
- Process payroll, sales tax, and government remittances for external clients

- Use QuickBooks Online, Sage, Excel, and other cloud tools to create accurate and efficient client workflows
- Communicate directly with clients and teammates to obtain information, resolve issues, and keep work moving
- Spot missing information, unusual results, and opportunities to improve a client's records or processes
- Manage priorities, deadlines, and budgets while asking for help early when needed

WHO WILL THRIVE HERE

We are looking for people who are humble, hungry, and people-smart:

- Humble: You are open to feedback, willing to learn, and focused on the team rather than your ego.
- Hungry: You take initiative, follow through, and look for the next way to add value.
- People-smart: You communicate clearly, read the situation, and build trust with clients and coworkers.

You will also be successful if you:

- Care about accuracy and take ownership of the quality of your work
- Are organized, adaptable, and calm when priorities shift
- Enjoy solving problems rather than waiting to be told every step
- Can work independently while staying connected to the team
- Want to build a career in a growing, fast-paced professional firm

WHAT YOU BRING

Required:

- A two-year diploma in accounting, business administration, or a related field, or an equivalent combination of education and relevant experience
- A practical understanding of bookkeeping and core accounting principles
- Working knowledge of QuickBooks Online and/or Sage
- Comfort with Microsoft Excel, Outlook, and Word
- Strong written and verbal English communication skills
- The ability to work in Canada
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Strong assets, but not deal-breakers:

- Experience in public practice, bookkeeping, payroll, or month-end reporting

- QuickBooks Online certification or experience improving cloud bookkeeping workflows
- Exposure to Canadian personal or corporate tax
- Experience working directly with small-business clients

You do not need to check every box. If the role and our way of working sound like a strong fit, we want to hear from you.

HOW TO APPLY

Apply through Spark Hire and include your resume and unofficial transcript. A cover letter is optional. Instead, please be ready to answer three short questions:

- Why does a growing, fast-paced accounting firm appeal to you?
- Tell us about a time you took ownership of a problem without waiting to be asked.
- Which path interests you most right now: public practice accounting, cloud accounting, or either, and why?

Apply here: https://hire.li/i6Icg3HFDixCbvknRGesa

The Spark Hire step is a pre-screen. Only candidates selected for a formal interview will be contacted. We appreciate every person who takes the time to apply.
Givens LLP is committed to creating an inclusive workplace. We welcome applicants with diverse backgrounds, experiences, and perspectives and can provide accommodations throughout the recruitment process.