

Manager - Accounting & Tax

Reydmán & Associates is a full service Tax, Accounting, Bookkeeping and Payroll company geared exclusively to the small business owner. For over 20 years, our staff have catered to the individual needs of small business owners. We offer personalized local services. We are familiar with what it takes to succeed and have helped countless small business owners to do so.

Reydmán & Associates is seeking to hire a Manager of Accounting & Tax to help our practice continue its rapid growth. This is a full time permanent position with opportunities for advancement. Our small downtown office provides a dynamic and friendly working environment. If you believe that you have the skillset needed to fill this role, we are eager to hear from you! The details of the position and the application process can be found below.

Your primary responsibilities will include:

- Preparation and review of notice to reader engagements associated with incorporated and unincorporated businesses
- Maintaining regular contact with clients and taxation authorities
- Quality review of monthly financial reports prepared by staff accountants prior to submission to clients
- Review of HST, EHT, WSIB returns
- Compilation and review of personal, and corporate income tax returns
- Identifying and proposing solutions for clients on various routine tax and accounting issues
- Preparation and/or review of communications to CRA and other tax authorities
- Preparation and review of payroll and process-related returns, T3, T4, T5, and NR filings

A successful candidate will have:

- College/ University degree in Accounting, CPA, CA or CGA designation
- Minimum of 5 years' experience in tax preparation in Canada
- Strong and proven accounting and tax knowledge
- Ability to work independently and within a team
- Excellent written and verbal communications skills
- Excellent client and interpersonal skills
- Ability to multitask and take ownership
- Experience working with, QuickBooks, QuickBooks Online, DT Max, Tax Prep an asset

Next Steps

For more information on Reydmán & Associates please visit our website at www.Reydmán.com.

To apply, send us a copy of your resume and a brief write-up about who you are and why you think Reydmán & Associates would be a good fit for you: careers@reydman.com

We thank all applicants in advance for their interest. To make the best use of your time and ours, only those applicants whose profiles closely match our requirements will be contacted