

## **Senior Staff Accountant Position**

**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 Senior Staff Accountant 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 of notice to reader engagements associated with incorporated and unincorporated businesses
- Maintaining regular contact with clients and taxation authorities
- Preparation and filing of HST returns
- Compilation and review of personal, and corporate income tax returns
- Identifying and proposing solutions for clients on various routine tax and accounting issues
- Reference to CRA communication protocols and tax department resources
- Preparation of payroll and process-related returns, T3, T4, T5, and NR filings

### **A successful candidate will have:**

- Accounting diploma/certificate or higher, CPA designation or equivalent (completed or in-progress is an asset)
- Minimum of 5 years' experience in tax preparation
- 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, DT Max, Tax Prep an asset

### **Next Steps**

For more information on Reydmán & Associates please visit our website at [www.Reydmán.com](http://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](mailto: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