

**Job description**

This is a working Manager's role requiring knowledge and experience with Corporate tax, Personal tax and Estate tax and all that entails. Opportunity for growth and potential business ownership down the road for the right person.

This role will support the Accounting and Operations Manager in overseeing approximately 16 staff members.

**Duties and Responsibilities:**

To gather all relevant information in order to produce the Financial Statements.

Ensure all bookkeeping has been done (either in house or by client).

Enter the final trial balance from client records into our in-house software (AFP).

Reconcile all Balance Sheet amounts from client trial balance to confirmations received, such as Bank Reconciliation, Accounts Receivables, Accounts Payable.

To maintain communication with the client throughout the assignment to ask questions and to keep them informed.

To prepare certain personal tax planning scenarios where a profit is determined.

To prepare the Corporate Income Tax Return to determine the taxable income.

Ensure that the provision for income tax agrees with the tax return.

Maintain professional and technical knowledge by attending educational activities.

**Qualifications:**

College diploma in Accounting and Corporate Tax.

Minimum 10 years in year-end financial statement and corporate tax preparation.

Ability to complete work assignments with minimal assistance and in a timely manner.

Previous Supervisor/Management experience preferred

Experience with Sage 50, Sage Online, Microsoft Office, AFP and Tax Prep or equivalent software.

Analytical mindset and independent problem solver

Excellent client communication skills.

Flexible with work schedule

**Job Types:** Full-time, Permanent

**Salary:** \$70,000.00-\$90,000.00 per year

**Benefits:**

Casual dress

Dental care

Disability insurance

Employee assistance program

Flexible schedule

Life insurance

On-site parking

Tuition reimbursement

**Schedule:**

8 hour shift

Day shift

**Supplemental pay types:**

Bonus pay

**Experience:**

Tax: 5 years (required)

**Work Location:** In person

**Contact Details:**

Qualified candidates are required to submit their resume and cover letter to

**[KarenF@readsaccounting.ca](mailto:KarenF@readsaccounting.ca)**