

# Accounting Positions

## **Company Description:**

John F. Cammie Professional Corporation offers a wide range of services including accounting, bookkeeping, corporation income tax returns, personal income tax returns, tax planning, estate planning, and management consulting. The company is looking to hire two accountants immediately for its office in Corner Brook, NL.

## **Responsibilities:**

- Conducting year end engagements including the preparation of financial statements
- Completing tax and information returns such as T1s, T2s, T4s and T5s
- Preparing government remittances such as payroll deductions and GST/HST
- Completing bank reconciliations and reconciling other accounts as required
- Assisting clients with other accounting and bookkeeping requirements
- Developing and maintaining excellent client relationships

## **Qualifications:**

- Experience working with a public practice accounting firm (minimum 2 years preferred)
- Post-secondary education in accounting is considered an asset
- Knowledge of accounting software such as Simply Accounting and QuickBooks
- Experience preparing tax returns using software such as Profile, Taxprep, or Cantax
- Excellent verbal and written communication skills
- Ability to manage multiple tasks and meet tight deadlines in a fast-paced environment
- Excellent computer skills including using programs such as Microsoft Word and Excel
- Strong analytical, judgement, and organizational skills
- Attention to detail
- Focus on providing excellent client service
- Strong work ethic

- Ability to work independently with minimal supervision
- Ability to work as part of a team
- Understands the importance of confidentiality, integrity, and professionalism
- Reliable and having the flexibility to work overtime when required
- Valid driver's license and access to a vehicle
- Occasional travel may be required

### **How to Apply:**

Email your cover letter and resume including references to [admin@jfcpc.ca](mailto:admin@jfcpc.ca) or mail to P.O. Box 20011, Millbrook Mall, Corner Brook, NL, A2H 7J5.

We would like to thank all candidates who apply, however, only those selected for an interview will be contacted.

### **Publish Date:**

May 8<sup>th</sup>, 2017