



Job title	Accountant
Annual salary	To be determined (Based on experience & qualifications)
Reporting to	Manager
Job summary	Responsible for preparing assigned client engagement files and tax returns for corporations, trusts, and individuals. Responsible for some facilitation of client engagements by contracted staff.
Key responsibilities	<ol style="list-style-type: none"> 1. Preparing corporate information: <ul style="list-style-type: none"> • Yearend working paper files • Corporate income tax returns • Income tax reporting slips including T4, T5, and NR4 and related summaries 2. Preparing trust information: <ul style="list-style-type: none"> • Yearend working paper files • T3 income tax returns • T3 income tax reporting slips and summaries 3. Preparing personal income tax returns, T1 adjustments 4. Facilitating preparation of client engagements, including NTR, T2, T3, T4, & T5: <ul style="list-style-type: none"> • Pruning/processing client information • Communicating directly to clients on questions regarding engagements 5. Pursuing personal development of skills and knowledge necessary for the effective performance of the role 6. Supporting the preparation of the year end working paper files for QBO clients by doing quarterly reconciliations and entries in QBO.
Qualifications	Bachelor level degree or diploma in accountancy or equivalent combination of education and work experience
Skills and traits	<ul style="list-style-type: none"> • Ability to communicate in an effective and professional manner with clients to gather information • Ability to apply accounting principles and form appropriate conclusions • Good understanding of corporate, trust, and personal income tax rules • Ability and willingness to work closely with other members of the FWH team and communicate in a courteous and professional manner • Willingness to work with other team members on firm projects to learn, and promote personal, staff and firm growth • Knowledge of CaseWare working paper software

	<ul style="list-style-type: none"> • Knowledge of TaxPrep income tax software • Proficient in the use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint • Working knowledge of Simply Accounting, Intuit QuickBooks and QuickBooks Online • Strong organizational and time management skills to manage multiple deadlines • Ability to balance and reconcile client accounts • Ability to set up and maintain financial accounts and ledgers • Maintain regular consistent and professional attendance, punctuality, and personal appearance • Adherence to relevant health and safety procedures
<p>Working conditions</p>	<ul style="list-style-type: none"> • Work is normally performed in a typical interior/office work environment • No or very limited physical effort required • No or very limited exposure to physical risk • Seasonal overtime • WFH agreements (once training is completed)
<p>Role support</p>	<ul style="list-style-type: none"> • Continuous feedback and teaching from Managers, Senior Managers and Partners, through review notes, team and one-on-one meetings • Continuous opportunity to grow and learn where there is a desire • Regular staff and/or team meetings to keep team members informed • Professional development required by professional institute, if applicable • Road map/appraisal meetings; one formal in the summer with HR and/or Manager, and informal throughout the year from Manager
<p>Typical* duration in role</p>	<p>Level 1:</p> <ul style="list-style-type: none"> • Introduction to firm processes and culture, templates, client engagements and budgets • Preparation of basic client engagements • Some facilitation of client work in XCM (workflow software) • Supervised client communication, within scope of experience and context <p>Level 2:</p> <ul style="list-style-type: none"> • All responsibilities in level 1, plus: • Introduction of more complex engagement work, preparation time within budget on average, with fewer review notes • More autonomy with client communication, within scope of experience and context <p>Level 3:</p> <ul style="list-style-type: none"> • All responsibilities in level 2, plus: • Can typically complete any assigned engagement work, consistently prepared within budget, with minimal review notes • Full autonomy with client communication, within scope of experience and context <p>*Timelines vary depending on employee</p>