

Entry Level Staff Accountant/Bookkeeper

We have an exciting opportunity for a CPA student looking to gain relevant experience and professional hours. We are a well-established mid-size local public accounting firm in Ottawa with clients across Canada. Our clients are small to mid-size private corporations, not for profit and charitable entities, Estates and Trusts and individuals. As part of the team, you will be responsible for providing accounting and bookkeeping services to our clients throughout the year including all the functions of a busy finance/accounting department.

Key Responsibilities:

- Preparation of personal and corporate tax returns
- Drafting financial statements
- Performing year end external audits
- Organization and filing of client information
- GST/HST and sales tax reconciliation and preparation
- Use of Excel/Word/CaseWare/QuickBooks/Simply/SAP etc
- Training clients in bookkeeping/accounting
- Occasionally travelling to clients' locations to perform the above if required
- Preparation of T4/T5/T5018/WSIB and similar forms
- And more.

Qualifications and Skills:

- Working towards a Chartered Professional Accountant (CPA) designation
- Ability to speak and write in English (French is an asset)
- Post-secondary diploma or Degree from a recognized business program
- Detail oriented, organized and can work independently

To apply, please provide your resume to jobs@andrews.ca. Only those selected for an interview will be contacted. We thank you for your time and interest in **Andrews & Co.** and we look forward to hearing from you.