

Senior Staff Accountant

The Position

We have an exciting opportunity for an enthusiastic, organized, detail oriented individual to join our Accounting team with 2-5 years experience. As part of the team, you will be responsible for providing traditional public accounting services to our clients throughout the year.

Duties and responsibilities may include:

- 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
- Occasionally travelling to clients' locations to perform the above if required
- Supervision of junior members of staff
- Liaising with clients
- Working with partners on ad hoc projects as required

The Candidate

You possess a post-secondary diploma or degree from a recognized business program. You are detail oriented, organized and can work independently. Ability to speak and write in both English and French would be an asset. Additionally, we require that you have 2-5 years of experience in public practice. CPA designation or completion of exam process will be considered an asset.

The Employer

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. Our services include accounting, controllership, business management services, financial statement preparation, assurance, income and commodity taxation and more. We are a paperless office that uses and values technology. We put our employees and clients first with very modern, attractive offices, and a focus on work-life balance. Our people remain the driving force behind our continued success.

Please email Jobs@andrews.ca to apply. 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.