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Accounting Technician

Full-Time

What We Are Seeking

At CRS we pride ourselves on customer service, it is what sets us apart from other accounting firms. We have a wonderful group of employees who foster these same ideas and in return enjoy a stimulating work environment and a balanced lifestyle. We are looking for an Accounting Technician to assist in preparing compilation engagements for our corporate clients.

Your Role With CRS

Performance Expectations

- Prepare Canadian and Provincial income tax returns
- Review, analyze and assess trial balances and asset continuity schedules
- Prepare and file GST returns
- Correspond with team members in response to specific queries
- Collaborate with client engagement team to assess the engagement risk areas and deadlines
- Monitor project timelines and deadlines
- Contribute new ideas to improve work flow and processes
- Contribute to a respectful and engaging work environment
- Attend internal CRS courses to further develop accounting related knowledge

Credentials

- Have 5+ years of experience in an accounting firm preparing compilation engagements
- Strong computer literacy including working skills in Microsoft Word and Excel
- Experience with Caseware and Tax Cycle is an asset

Core Competencies

- Integrity is a highly held value at our firm. We require confidentiality and high ethical standards
- Client service excellence is key. You will be required to be courteous and respond to client requests in a timely manner and have the ability to monitor client satisfaction.
- Energy to display drive and passion and maintain high levels of productivity
- Communication is necessary to effectively communicate with our clients via emails, phone calls and in person meetings. We also require a high level of communication when working with teammates
- Accountability is required to take responsibility for your own performance and to set clear goals and track your progress
- Organization is crucial as you will be managing multiple engagements at the same time. You also need to be able to work independently or as part of a team