JOB DESCRIPTION

| Title | INTERMEDIATE ACCOUNTANT | | |
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| Reports To | (Name of Immediate Supervisor) | | |

**JOB PURPOSE**

The Intermediate Accountant is responsible for reconciling account balances and bank statements, maintaining general ledgers, and preparing month-end close procedures. This position is also in charge of directing the work of junior staff, including reviewing their work for accuracy and completeness, providing ongoing support, and opportunities for professional development.

This position will work closely with the partner(s) on tax planning initiatives and requirements. Additionally, the Intermediate Accountant will research and prepare tax-planning strategies for our clients and take the lead on the preparation of tax returns.

The Intermediate Accountant will be engaged in a wide variety of interesting assurance and accounting matters, complete Notice to Reader and tax engagements for an excellent range of privately held businesses and individuals, and develop solutions with clients and co-workers through collaborative effort and discussion.

**DUTIES AND RESPONSIBILITIES**

Responsibilities include, but are not limited to:

* Lead client engagements.
* Prepare and review Notice to Reader Financial Statements.
* Prepare and review of T2 Corporate Tax Returns.
* Prepare and review working paper files for income tax returns (corporate and personal).
* Work closely with a Partner as a senior team member on tax planning work for clients.
* Become part of the tax engagement team in servicing the planning and compliance needs of clients.
* Plan and organize teams for the preparation of tax returns, including conducting and presenting tax research.
* Perform occasional bookkeeping duties including preparation or review of investment account reconciliations.
* Maintain client files to ensure accurate and timely completion of returns and schedules.
* Review the work of junior staff for accuracy and completeness.
* Provide ongoing support and mentoring for the professional development of staff.
* Provide support to team members in related tasks and guidance to junior staff as required.
* Additional related duties as assigned.

**QUALIFICATIONS AND COMPETENCIES**

* Possess a Bachelor’s Degree in Commerce or Business Administration (Accounting and/or Finance major is preferred).
* Working towards the Chartered Professional Accountant (CPA) designation and completion of the relevant practical experience requirements preferred.
* X years of relevant work experience in public accounting or tax required.
* Experience in the preparation of domestic tax compliance as well as in the research and documentation of tax issues.
* Experience working with, or exposure to, accounting and tax software such as CaseWare, TaxCycle, Karbon HQ, Practice Ignition, Xero Accounting, QuickBooks Online, Wagepoint and Hubdoc/AutoEntry/Dext (Receipt Bank) is preferred.
* Working knowledge of the Canadian Income Tax Act.
* Strong computer literacy including effective working skills with Microsoft Word and Excel.
* Excellent leadership skills required.
* Highly motivated individual with a desire for growth.
* Excellent client service skills with the ability to understand the client’s business.
* Dedication and motivation to achieve high standards of client service and professionalism.
* Emphasis on quality and value-add in client offerings and services.
* Strong project management and organizational skills.
* Effectively manages conflicting demands and priorities.

**WORKING CONDITIONS**

* This position is a Work From Home/onsite/hybrid set-up with flexible working hours.
* The standard workweek for this position is [XX] hours.
* Overtime may be required.
* Ability to sit for long periods.