

ADMINISTRATIVE ASSISTANT/ BOOKKEEPER



Position Overview

About EPR CPAs:

EPR Maple Ridge Langley, Chartered Professional Accountants is an established accounting and business advisory firm with offices in Maple Ridge and Langley, British Columbia. Our firm primarily serves small-to-medium sized owner-managed businesses, high net worth individuals, charities, and not-for-profit organizations. We pride ourselves on the way we've built our client relationships and the work we do for them – with honesty and integrity.

Our firm provides a welcoming, respectful, and collaborative work environment while affording everyone an opportunity for career advancement. We actively coach and mentor all staff to ensure they're on the right career path and making progress in their professional development. We offer a variety of career paths in practice areas such as Canadian Tax, Cross-border Tax, Not-for-profit Organizations, as well as Estate and Business Transition Planning.

Status

- ◆ Permanent, Full-Time

Office Location(s)

- ◆ Maple Ridge

Position Overview

We are looking to hire an Administrative Assistant/Bookkeeper. Reporting directly to the firm's Partners and General Manager, this role involves internal company bookkeeping, general office duties, as well as client related services. This role requires an individual with a high level of professionalism and confidentiality combined with excellent communication, finance, technology, and people skills.

Desired Qualifications, Experience, and Attributes

- ◆ Minimum of 3 years' experience working in a fast paced, professional office environment
- ◆ Strong bookkeeping skills utilizing either Sage or QBO
- ◆ Proficiency with Microsoft Word, Excel, and Outlook
- ◆ Ability to work in a fast-paced environment
- ◆ Exceptional written and verbal communication skills
- ◆ Ability to deal with clients in a professional and confidential manner
- ◆ Possess a positive "can do" attitude

Key Responsibilities:

- ◆ *Internal*
 - Posting of accounts payable and payment
 - Preparation of monthly reports for management review
 - Invoicing and accounts receivable, including posting client receipts
 - Back up reception and other general office duties

- ◆ *Client Services*
 - Preparation of client information and tax return packages
 - Communicating with Canada Revenue Agency (CRA) on client related matters
 - Submission of client tax information electronically to CRA
 - Preparation of correspondence and other client related duties

What We Offer

We offer a competitive salary, comprehensive benefits package, and a commitment to your professional development and personal growth.

If you possess the required skills and feel you would be a good fit with our team, we invite you to submit your resume and cover letter, including salary expectations, directly to careers@eprcpa.ca

We would like to thank you for your application but only candidates selected for an interview will be contacted.