

# **INTERMEDIATE** **ACCOUNTING** **TECHNICIAN**



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## **Position Overview**

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### **Status:**

- Permanent, Full-Time

### **Office Location(s):**

- Maple Ridge

### **Purpose of This Role:**

- Assist Partners, Managers and Senior Accountants by applying technical accounting knowledge in performing duties for their clients

### **Desired Qualifications, Experience, and Attributes**

- 2+ years recent related experience
- Enrolment in CPA program an asset but not required
- Good working knowledge and proficiency using Caseware, Caseview, and tax preparation software
- Preparation of Notice to Reader, Review and Audit Engagements
- Preparation of corporate, trust and personal income tax returns
- Preparing and filing GST and other statutory returns
- Strong English communication skills, both written and verbal
- Detail oriented, organized, and able to meet tight deadlines
- Strong financial acumen
- Results oriented individual with the ability to manage multiple projects
- Works efficiently independently or within a team environment
- Works well under the supervision of other team members
- Prefers to work in a fast-paced dynamic environment
- Demonstrated aptitude in dealing with private and confidential information
- Uses diplomacy and tact in all interactions
- Possess a positive “can do” attitude

### **Key Responsibilities:**

- Preparation of working papers for NTR (Notice to Reader) and Review files
- Preparation of T1 and T2s
- Actively listens and asks questions related to the role to senior staff
- Double check your work to detect errors or inefficiencies prior to submission for review

**Compensation:**

This position provides an exceptional opportunity for career development in a friendly and flexible work environment with a competitive compensation and benefits package.

We are one of the most established accounting and business advisory firms located in the Fraser Valley. We provide a friendly, respectful and fun working environment that allow our staff to enjoy a well-balanced lifestyle while providing everyone with an opportunity for professional growth and advancement. Our comprehensive compensation and benefits package appeal most to talented career minded individuals looking to take their skillset to the next level.

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 directly to [careers@eprcpa.ca](mailto:careers@eprcpa.ca)

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