

## **Staff Accountant**

### **Who we are:**

Root Bissonnette Walker LLP (RBW) is a professional accounting firm offering services to companies, non-profit organizations and individuals including accounting, audit, advisory, tax compliance and tax planning needs. Located in Fonthill, we believe in establishing long relationships with our team members and our clients. At RBW we pride ourselves on our company culture and our team synergy and are passionate in our practice.

### **What you will be doing:**

As a full-time Staff Accountant, you will play a crucial role in supporting our clients' financial needs. You will work closely with our experienced team of professionals to provide a wide range of accounting, bookkeeping and tax services. You will be responsible for the preparation of both personal and corporate taxes as well as corporate financial statements for compilation engagements. The successful candidate will report to Partners, Senior Managers and Managers.

### **Responsibilities**

- Independently preparing financial statements and working papers for compilation engagements
- Independently compile and prepare corporate and personal income tax returns
- Prepare CRA related reporting for clients, including, payroll, HST/GST and other government required remittances
- Provide bookkeeping services to clients of the firm
- Prepare T4's, T4A's and T5 slips
- Directly communicate and respond to client questions and inquiries
- Assist with other accounting-related tasks as required

### **Qualifications**

- Post-secondary education with a focus in bookkeeping or accounting
- 3 years of bookkeeping experience
- Minimum of two (2) years of previous experience within public accounting is an asset
- Excellent written and interpersonal communication skills
- Strong knowledge of Canadian Auditing Standards (CAS) and Accountant Standards for Private Enterprises
- Proficiency in accounting software (QuickBooks, Sage, etc.) and Microsoft office
- Knowledge of CaseWare and TaxPrep programs is considered an asset

### **Compensation Package**

- Competitive compensation
- Extended health and dental benefits
- Several company events throughout the year
- Summer hours for July-August
- Professional development opportunities

RBW appreciates all those who express interest in applying for this role, however, only those selected for an interview will be contacted.

To apply, please forward resume and cover letter to [kevin@rbwllp.com](mailto:kevin@rbwllp.com)

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, RBW will provide accommodations to applicants with disabilities through the recruitment, selection and/or assessment process. Please inform RBW of the nature of any accommodations(s) that you may require.