



Comptables professionnels agréés / Chartered Professional Accountants

CAREER POSTING / OTTAWA, ONTARIO
Bilingual Accounting Technician (Junior Accountant)

About Boyer & Boyer, CPA

Boyer & Boyer, CPA (BBCPA) is an accounting firm founded in 1995. Our mandate is to offer a wide range of bilingual services in assurance, accounting/bookkeeping, tax, business advisory to a wide range of clients such as corporations, individuals, not for profit organizations and public sector entities. We exercise a special attention to all aspects of our clients' operations, to promote and help its anticipated growth. It is only through the quality of our personalised service that we can achieve long lasting relationship with our clients. Our philosophy is to promote a total personalised service which falls upon our entrepreneurial approach that makes us our clients' business partners.

We are on the lookout for a bilingual Accounting Technician (Junior Accountant).

This position will interest technical school graduates seeking experience in all areas of accounting, auditing and taxes.

THE IDEAL CANDIDATE WOULD:

- Be bilingual (French and English)
- Have strong accounting knowledge
- Be warm, personable, energetic, positive, motivated, friendly, extremely organized, with a strong work ethic
- Be knowledgeable with tax and accounting software (Sage, QuickBooks, CaseWare, Caseview, TaxCycle)
- Have strong team player and time management skills and be able to perform well under pressure
- Be customer service oriented, assisting our clients to achieve financial success and peace of mind
- Be willing to learn and take on new responsibility in a growing accounting firm
- Personal and corporate tax experience would be a great asset, but not required.

RESPONSABILITIES WOULD INCLUDE:

- Reconciling accounts
- Posting journal entries
- Preparing supporting documentation
- Prepare full-cycle bookkeeping for clients in a timely manner
- Preparation of HST, QST and payroll remittances
- Assess the quality of financial statements
- Overseeing the monthly billing cycle
- Ensuring all inquiries are answered and directed to appropriate people
- Promote the bookkeeping department
- Assisting senior accountants with their daily responsibilities
- Preparation of both personal and corporate tax returns
- Other duties shall be assigned as required

Boyer & Boyer, CPA (BBCPA) is a dynamic and fun work environment that offers tremendous growth to each member, an unparalleled wealth of knowledge and experience. We offer more than a competitive remuneration package where team members will be able to participate in the growth of the firm and great opportunity for advancement within the firm. If you seeking a challenging and rewarding career with a great team, please forward your resume with salary expectations to:

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Due to the significant number of resumes we usually received, only candidates chosen for interviews will be contacted.