

We are looking for an **Accounting Technician** to join the Guelph office of **Caissa LLP**.

What You Will Do

- Prepare engagement assignments at the compilation (NTR) Level
- Prepare personal and corporate tax returns
- Prepare T4's, T5's and HST returns
- Bookkeeping engagements for a variety of business types
- Assist clients with accounting software, bookkeeping and data entry
- Develop positive working relationships with clients and staff
- Work within time and budget restraints, monitoring progress and ensuring deadlines are met
- Report progress of engagement to Manager and Partner

At times, business needs arise, and employees are required and agree to work beyond their normal workday or work week to fulfill the accountabilities required for their job. Likewise, people need time to devote to personal matters, and our approach to flexibility provides for this.

What You Bring to The Role

- Work experience in a public accounting setting
- Strong organizational, analytical and problem-solving skills
- Proficient with Microsoft Word and Excel
- Excellent interpersonal skills and the ability to work both independently and in a team environment
- Good working knowledge of Caseware, Simply Accounting (Sage), QuickBooks and Taxprep would be considered an asset
- Personal and corporate tax experience
- Note: A designation is not required for this role, experience is preferred.

Total Rewards

- Competitive salary commensurate with experience
- Group benefits and RSP plan
- Opportunity for advancement

Caissa LLP is an equal opportunity employer and we are committed to creating a respectful, inclusive, and barrier-free workplace that allows all our people to reach their full potential. A diverse workforce is key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply and hope you will choose Caissa LLP as your employer of choice.

Learn more: <https://caissa.ca/caissa>