

Accounting Technician

Overview

A respected Chartered Professional Accountant (CPA) firm serving the North Island for over 40 years is looking for the right person to join our team at Chase Sekulich Inc. Earn competitive pay and benefits with flexible and balanced hours working with a diverse group of long-standing clients in beautiful Campbell River, BC. Located on the east coast of Vancouver Island, Campbell River is a great place to live, in a region that boasts a seemingly endless number of activities and amenities for retirees, families and young professionals.

We are offering an exceptional opportunity for a self-driven Accounting Technician with excellent accounting skills and an upbeat attitude to work on multiple and diverse assignments serving our clients. To be successful as an Accounting Technician, candidates must possess strong organizational skills and attention to detail, as well as a passion for strong processes leading to high quality work. We care about the work we do for our clients, knowing that high quality standards lead to efficient engagements and the ability to meet our clients ever changing needs. The ability to manage multiple concurrent projects and deadlines is an ongoing expectation.

This position offers:

- A standard 35-hour work week (will consider part-time applicants for the right candidate)
- Paid overtime or time off in lieu of overtime, typically only required during March/April tax season
- Continued professional development
- Full support for those interested in pursuing their CPA

Responsibilities

- Preparation of year end compilation engagements in Caseware program, including adjusting entries, supporting working papers and financial statements
- Preparation of corporate and personal income tax returns in Profile program
- Bookkeeping, including preparing account summaries and reconciliations, payroll and GST calculations and reporting, etc.
- Complete government information requests and voluntary disclosures
- Written and oral communication with clients, colleagues, government agencies and other third parties
- Managing and ensuring client deadlines are met
- Other duties as required

Requirements

- Experience – a minimum of two (2) to four (4) years' experience in accounting or bookkeeping is preferred (public practice accounting firm experience is considered an asset)
- Education – post secondary education in accounting is preferred (certificate, diploma, degree)
- Strong bookkeeping and payroll skills
- Previous experience with tax preparation software and Caseware is considered an asset
- Proficiency with MS Office
- Strong attention to detail and problem-solving skills
- Self-motivated with the ability to prioritize and manage multiple tasks and deadlines
- Excellent interpersonal and oral and written communication skills and ability to work independently or in a team environment
- Available to work overtime when necessary

About Chase Sekulich Inc.

As Chartered Professional Accountants we pride ourselves on delivering high quality work and providing personalized services for businesses and individuals in Campbell River. From accounting and income tax services to retirement and estate planning, we tailor our services to meet the needs of each client.

We are known for the great care we take with clients and employees alike. This is evidenced by our client and employee retention history. Many of our clients and one employee have been with us since our firm was established over 40 years ago. In addition, some of our employees have been with us for over 10, 15 and 20 years.

Our office is centrally located in the downtown core of Campbell River which represents an average commute time of 10-15 minutes from anywhere in the city. A short commute, combined with flexible hours at a firm that prioritizes work-life balance for its staff and plenty of recreational activities in the area provides the opportunity for an exceptional work-life balance.

Application information

Salary and benefits are competitive and commensurate with experience and qualifications.

The successful candidate will be a person who is interested in a permanent position becoming part of the Chase Sekulich team working together to provide exceptional service built on long-term relationships with clients and team members like. The posting may be open for several weeks to ensure we find the right candidate to join our team.

Please apply via email to ssekulich@chasesekulich.com. All applications will be held in confidence. Only those selected for an interview will be contacted.