

Accounting Technician

Pennock Acheson Nielsen Devaney LLP is looking for a motivated, team-oriented Accounting Technician. The Accounting Technician is responsible for delivering a range of accounting services to a variety of clients within our small business group.

Key Duties & Responsibilities

- Timely and accurate preparation of financial accounting for a variety of clientele
- Providing bookkeeping and other support/services to clients (preparation of GST returns, T-Slips, etc.)
- Preparation of year-end engagement files (financial statements, corporate tax returns, working papers, etc.)
- Preparation of personal and corporate tax returns
- Communicate and work with clients and internal financial staff
- Obtain a basic understanding of our clients' businesses and learn their best practices

Education & Experience

- 1-3 years of experience in general accounting, experience in public firm accounting is an asset
- Diploma or certificate in accounting

Skills & Knowledge

- Knowledge and practice of Generally Accepted Accounting Principles (GAAP)
- Strong computer skills including Microsoft Suite
- Proficient with: Caseware, Quickbooks, Sage 50, Tax Prep
- Outstanding interpersonal and communication skills
- Excellent attention to detail
- Exceptional time management and organizational skills

Why you need to work at PAND

- What you will develop
 - Well-rounded approach to public practice accounting, we are not limited by departments or divisions
 - Continued knowledge and growth in general business practices in corporate environments and entrepreneurial environments
 - Team building and information sharing with both coworkers and client staff
 - Understanding of accounting and auditing standards and principles, tax regulations and legal documents in a financial environment

- Benefits & Perks
 - Unwavering guidance and financial support through further professional development
 - Competitive salary with a comprehensive benefit package
 - Parking reimbursement
- Work culture
 - Our firm has a positive and supportive atmosphere with a strong focus on quality
 - We strive to provide a high level of client service
 - We work hard but have a ton of fun doing it
 - Corporate Challenge – Team events

Our Firm

Pennock Acheson Nielsen Devaney is a firm of Chartered Accountants formed by former partners and senior managers of one of the international accounting firms. Their desire was to provide their clients with high-quality professional services, but with the consideration and personal touch that can be better provided through a smaller firm. We believe we offer our clients outstanding big firm experience delivered in a hands-on manner.

PAND's ability to develop and maintain meaningful relationships with clients sets us apart from other professional services firm; our objective is to be the client's trusted advisor for all business and financial matters.

Although we characterize ourselves as a mid-sized firm, our client base is comprised primarily of mid to large-sized owner managed enterprises as well as some public companies. Our client's range in size from \$50,000 to \$500,000,000 in revenue in industries such as manufacturing, retail, service, transportation, real estate management, tourism, agriculture and related services, wholesale, and oilfield service.

To apply

- Go to our website at www.pand.ca and submit your cover letter and resume outlining why you believe you are the best fit for PAND