

**Position:** CPA Student
**Reports to:** Partners

**Summary:**

The CPA Student supports multiple client files, ensuring that all entries are correct, reconciling accounts, preparing tax filings, maintaining general ledgers, and preparing financial statements for the review of the Manager in charge of the file.

**Key Responsibilities:**

- Preparation of financial statements for unincorporated and incorporated businesses

- Preparation of tax filings such as T1 personal income tax returns, T4 and T5 Summaries, and T3 Trust returns

- Client bookkeeping

- Review, investigate and correct discrepancies and irregularities in financial entries, documents and reports

- Work with internal and external stakeholders to execute audit/review procedures

- Develop technical skills around tax, bookkeeping and reviews and audits

- Actively collaborate with the client engagement team as part of managing client files

- Study for CPA while working; effectively manage both work and study

**Qualifications:**

• Successfully obtained, or working towards, a Bachelor's Degree in Commerce or Business Administration (Accounting or Finance major)

• Completion of, or working towards, all necessary prerequisites for admission into the Chartered Professional Accountants (CPA) Professional Education Program (PEP) upon commencement of employment

• Previous tax or accounting-related office experience is an asset

• Previous customer service and/or client service experience is desirable

• Experience working with, or exposure to, an accounting and tax software package

• Strong computer literacy including effective working skills of Microsoft Word, Excel, Outlook and PowerPoint

• Some travel between offices may be required

**Key Competencies**

• Excellent communicator, possesses strong interpersonal and problem-solving skills and have demonstrated ability to build relationships and work proactively and effectively with others;

• Creative self-starter with a strong work ethic and commitment to excellence;

• Excellent organization skills;

• Excellent client service skills, responding to client requests in a timely manner

• Always courteous, even under pressure

• High regard for quality, accuracy, and attention to detail;

• Excellent judgment and discretion in handling confidential and/or sensitive information;

**Working Conditions**

* Full time, hourly position with flexible hours
* Office environment

To apply, please send resume and covering letter to **lsnow@bvca.ca**

We look forward to meeting you!