



Accounting Technician

TL Professional Corporation - Edmonton, AB
Part-time

TL believes talented and passionate people are the key factor behind our firm's success and we strive to provide exceptional, value-adding service to our clients. We will provide training and motivation to help talent grow along with our firm.

TL Professional Corporation is currently looking for an Accounting Technician for financial and bookkeeping function.

Please proceed to our company website for details of our services:

<http://www.tlpcgroup.ca>

The accounting technician will be responsible for the following:

- Assist in compilation, review, bookkeeping and tax engagements
- Prepare and maintain payroll and related government remittances/filings
- Perform the month-end and related reports
- Communicate with governments regarding information requests, assessments and installments
- Work with accounting software and provide support to clients
- Develop and maintain relationships with clients
- Greet customers and assist in customer's needs quickly and effectively with a consistently helpful attitude.
- Answer telephone in a friendly manner
- Obtain information and relay messages to the correct personnel in a timely manner

Qualifications:

- Possess a certificate or Bachelor's Degree in Commerce or Business Administration (Accounting and/or Finance major is preferred)
- 1 - 2 years of experience in similar position
- Working knowledge of trial balances, general ledger, financial statement close processes and accounting matters
- Experience in preparing T4's and T5's and knowledge of personal and corporate tax is preferred
- Understanding of payroll, bookkeeping and record keeping
- Experience working with, or exposure to, accounting and tax software such as Caseware, Profile, QuickBooks Online is beneficial
- Strong computer literacy including effective working skills of Microsoft Word and Excel

Personal Characteristics:

- Professional whose honesty, integrity, confidentiality and high ethical standards
- Effective interpersonal and communication skills
- Excellent team work

Qualified candidates will be contacted directly; no phone calls please.