

JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	Staff Accountant
Reports To	Accounting Operations Manager (Will also work with Intermediate and Senior Accountants)
Practice Area	<input type="checkbox"/> Administration <input checked="" type="checkbox"/> Accounting
Terms of Employment	<input type="checkbox"/> Co-op Student <input type="checkbox"/> Contract (Fixed Dates) <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Full-Time
Last Updated	April 28, 2020

JOB OVERVIEW

The primary role of the Staff Accountant is to work as part of a team, completing the accounting work that constitutes the core of bookkeeping and accounting services that Loren Nancke provides its clients. Staff Accountants are expected to develop their professional judgement, recognizing that as their current training and experience grow, they will require guidance from a more experienced staff member on a regular basis to complete work, providing exceptional accounting services to our clients.

JOB ACCOUNTABILITIES

Financial Reporting:

- Completes basic file preparation and routine adjusted journal entries
- Assists with investment accounting and reporting
- Completes correspondence and working papers for the Canada Revenue Agency reviews and audits
- Compiles and organizes client information and records, ensuring client bookkeeping accuracy
- Reconciles transactions to bank and credit card statements
- Records financial activities for clients
- Reviews and verifies bookkeeping completed by staff and/or previous client bookkeepers
- Documents share structure in working papers and organizational charts
- Classifies assets versus expenses
- Completes independence checklist
- Communicates with clients, when appropriate, on transactions and outstanding information
- Provides Canada Revenue Agency compliance audit support
- Communicates with the Canada Revenue Agency
- Compiles CaseWare working papers for file compilations

Management Accounting:

- Handles all bookkeeping for clients, generating and printing reports from multiple types of bookkeeping software, including SAGE, QuickBooks, Xero
- Completes spreadsheets including, but not limited to, billable goals

Strategy and governance:

- Remains up-to-date on firm standards, policies and procedures

Taxation:

- Assists with preparation of financial statements, tax returns and schedules including corporate, trust and personal
- Utilizes the CPA Handbook, Income Tax Act and Canada Revenue Agency website to understand financial and tax information
- Develops researching skills to gather information on and for clients, including for use in returns
- Follows-up on Notice of Assessment deadlines
- Meets due dates for the Canada Revenue Agency filings
- Populates data into software, following-up with client for missing information
- Understands complexity of personal tax return files and notifies preparer accordingly

JOB COMPETENCIES

TECHNICAL SKILLS	
File Management	<ul style="list-style-type: none"> ▪ Completes files, clears queries and returns files for review on a timely basis.
Client Relationships	<ul style="list-style-type: none"> ▪ Takes initiative to engage clients, respond to client needs and develop rapport with clients, maintaining strong client relationships through quality execution and follow-up.
Programs	<ul style="list-style-type: none"> ▪ Leverages various software, programs and cloud-based software, including Nitro, CaseWare, CaseView, Microsoft Suite, QuickBooks, Sage, Xero, TaxCycle and DoxCycle, PAGE.
ENABLING SKILLS	
Communication	<ul style="list-style-type: none"> ▪ Communicates in a logical, clear and concise manner through speaking and writing with clients and coworkers, while beginning to ask appropriate questions to gather information and strengthen understanding of file work.
Decision Making and Problem Solving	<ul style="list-style-type: none"> ▪ Begins to detect problems and technical issues, understanding when to seek assistance to effectively troubleshoot and solve problems.
Teamwork and Leadership	<ul style="list-style-type: none"> ▪ Integrates into team and demonstrates effective interpersonal relationships with clients and coworkers.
Firm Contributions	<ul style="list-style-type: none"> ▪ Upholds quality client service by meeting engagement objectives including adhering to time, budgets and outcomes, dealing with clients in a professional manner at all times and actively supports and participates in firm and/or community initiatives.
Self Development	<ul style="list-style-type: none"> ▪ Takes ownership of work, personal/career/goal development, with an ability to adapt to change and work on multiple work assignments simultaneously.
Professionalism and Ethics	<ul style="list-style-type: none"> ▪ Demonstrates awareness of standards, policies and procedures in industry and of the firm, maintaining ethical behaviour at all times.