

## JOB OPPORTUNITY

### STAFF ACCOUNTANT

JD Kozak & Associates is a well established Winnipeg CPA accounting firm requiring an experienced staff accountant. Full time position available with excellent opportunity for advancement.

Our Firm provides a positive and relaxed working environment making our business a desirable place to work. We encourage and nurture success both for our clients as well our employees. Our Firm has built-in efficiencies to maximize our work day which allows for a work-life balance.

Our compensation package is competitive within the industry and includes a Private Health Services Plan with RRSP component, vacation entitlement, and paid professional development courses. Other benefits include free parking, corporate social events, and office closure during Christmas Holidays.

Specific responsibilities:

- Preparation of notice to reader, review engagement and audited financial statements.
- Preparation of personal and corporate tax returns
- Preparation of GST and PST returns
- Preparation of T4's/T5's
- Bookkeeping activities and assist clients with set-up and maintenance of corporate records
- Effective communication with our clients, government agencies and staff
- Managing, providing training and support to other team members on an ongoing basis

To qualify for this excellent opportunity for career advancement, candidates must have the following:

- Public practice experience (minimum 2 years), including financial statement and corporate tax preparation
- Working knowledge of Caseware/Caseview is essential, familiarity with various accounting packages such as Quickbooks, Ag Expert and Simply accounting is desirable
- Familiarity of tax software such as Profile or Tax Prep is an asset
- Ability to work on multiple engagements and be a team leader
- Excellent verbal and written communication skills are essential
- Works effectively, independently and in a team environment