

KBH Chartered Accountants Accounting Technician Position

KBH CHARTERED PROFESSIONAL ACCOUNTANTS is a leading Alberta-based chartered professional accounting firm offering a full range of services designed to meet the financial needs of owner-managed businesses.

We are currently looking to hire a qualified individual for a full time Accounting Technician position available within our firm. *Professional Designation Not Required*

Responsibilities:

- Complete posting of online bookkeeping transactions in client Quickbooks Online files and match transactions to receipts and other information loaded through multiple sources.
- Review reasonability of financial information after bookkeeping transactions are posted.
- Prepare interim financial statements for clients.
- Provide support and training to client staff in the use of apps associated with client bookkeeping.
- Complete client bookkeeping & payroll and provide support & training to client staff
- Prepare Notice To Reader files, un-audited financial statements and basic corporate and personal tax returns
- Complete various supplementary tax related documents (GST returns, T4s, T5s, etc.)
- Apply accounting principles to ensure working paper files are properly prepared
- Identify issues & potential solutions and make recommendations
- Maintain a good knowledge of accounting & bookkeeping software and provide technical support to other team members in the firm for such programs
- Interact professionally with clients to obtain information when needed
- Accept instruction and direction
- Work efficiently; both independently and with other team members

Qualifications:

- Post-secondary Accounting Diploma (equivalent experience will be considered)
- Pro-Advisor certification with Quickbooks Online is an asset
- Experience with Word, Excel, Sage Software and other accounting software

At KBH we offer

- Unique combination of challenging, hands-on experience in a dynamic atmosphere where staff and partners interact daily
- Regular office hours are: Monday to Friday 8am – 4:30pm / Monday to Friday 8am – 5pm (during peak season)
- Summer Fridays off during July and August
- Comprehensive benefit package after 3 months

Looking for the Right Fit? Then start with the Right Firm. Please send your resume, cover letter, references and salary expectations addressed to Ms. Louise Chauvet, Partner. All documents can be emailed to the Office Manager at d.sonnenberg@kbh.ca. Annual salary will commensurate with experience. No phone calls please.