



KBH CHARTERED PROFESSIONAL ACCOUNTANTS is a leading Alberta-based Accounting and Advisory firm with offices in Provost and Edmonton. KBH offers a full range of services designed to meet the financial and consulting needs of our client's owner-managed businesses. This year, as we celebrate 40 years of being in business, we continue to value team growth & development, our clients, and our communities. Come and join our fast paced, energetic, and fun-filled environment!

We are currently looking for a part time **Accounting Technician** to work in our **Provost office**. This role is perfect for a positive and motivated self-starter with the ability to work independently within a small team. The successful candidate must be flexible and be able to work 4 days per week in the winter months and throughout tax season and 3 days in other months. The successful candidate must have amazing client service and relationship building skills.

Responsibilities for this role include:

- Ability to complete online bookkeeping transactions
- Review and decipher the financial information in all bookkeeping transactions
- Provide professional advice and support to clients to assist them with their requirements
- Prepare interim financial statements for clients
- Complete initial client bookkeeping & payroll
- Provide support and training to clients on various bookkeeping and payroll systems
- Prepare Notice to Reader files, financial statements, corporate and personal tax returns
- Complete supplementary tax related documents, such as GST returns, T4s, T5s, etc...
- Ensure working paper files are prepared accordingly
- Identify issues, potential solutions and make recommendations
- Maintain a good understanding of accounting & bookkeeping software
- Provide technical support to team members on various programs

The successful candidate must have:

- A post-secondary Accounting Diploma (equivalent experience will be considered)
- 1 to 2 years of experience in a similar or related role
- Proficiency in MS Office (Word & Excel), Sage and/or similar accounting software
- Pro-Advisor certification with QuickBooks Online (QBO) is an asset
- Exceptional multi-tasking, organizational and time management skills
- Strong written and oral communication skills with excellent attention to detail

Looking for the Right Fit? Then start with the Right Firm. KBH offers a challenging and rewarding experience, excellent compensation & benefits, Fridays off in the summer and much more. If you are interested in our firm and this position, please email your cover letter, resume and salary expectations to Human Resources at hr@kbh.ca. This position will remain open until a successful candidate is found.

Please visit our website at www.kbh.ca. No phone calls please. We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.