



KBH CHARTERED PROFESSIONAL ACCOUNTANTS is a leading Alberta-based Accounting and Advisory firm with offices in Edmonton and Provost. KBH offers a full range of services designed to meet the financial 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!

Our **Align by KBH** division is looking for a **Director** to lead the Accounting Technician team, enhance the client base and continue to serve the needs of our existing clients. The successful incumbent would streamline, promote and grow the practice, while preparing to launch our outsourced CFO services, "**Vision by KBH**". In the long term, we anticipate that the successful incumbent will be able to provide assistance and advice to our clients through this additional service as well.

The **Align by KBH Director** is a permanent full-time position that will oversee the Accounting Technicians in our Edmonton and Provost offices. The department currently has 5 employees and is expected to grow significantly over time. This role is perfect for a self-disciplined, positive, professional and motivated leader. The successful candidate must have amazing supervisory, online bookkeeping, marketing, client service and relationship building skills.

Responsibilities for this role include:

- Managing a team of Accounting Technicians onsite and remotely
- Training staff in completing online bookkeeping transactions using our chosen appstack
- Planning and scheduling the department's workload and workflow to ensure all deadlines are met
- Promoting and marketing the Align by KBH division in order to acquire new clients
- Providing quotes on bookkeeping and payroll work to existing and new clients
- Maintaining a good understanding of accounting & bookkeeping software while keeping up with the industry standards, including researching new technologies and apps
- Reviewing regular financial statements, bookkeeping, GST and payroll for clients
- Providing professional advice and support to clients to assist them with their requirements
- Ensuring supplementary tax related documents and working papers are prepared accordingly and in a timely manner
- Recruiting, training and mentoring employees for the department
- Providing onboarding, training and technical support to internal/external clients on various programs may be required at times
- Assisting the Accounting Technicians in resolving issues and making final recommendations may be required at times

The successful candidate must have:

- 2 or more years as a QuickBooks Certified Pro-Advisor (Advanced Online), plus experience with some online apps such as Dext, T-sheets, Plooto, Wagepoint, etc.
- 5+ years of managerial experience in an Accounting/Bookkeeping or related role
- 2+ years of payroll experience
- Proficiency in MS Office (Word & Excel)
- Exceptional leadership, multi-tasking, organizational and time management skills
- Payroll Compliance Practitioner (PCP) certification would be an asset.
- A CPA designation (equivalent experience will be considered)
- Knowledge of Alberta Employment Standards would be an asset



- Exceptional leadership, multi-tasking, organizational and time management skills
- Patience to train new and existing employees on software and processes
- 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 (with salary expectations) and resume as one document to Human Resources at hr@kbh.ca. Applications will be accepted 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.