



Explore a rewarding career with **KBH CHARTERED PROFESSIONAL ACCOUNTANTS (KBH)**, a leading Accounting and Advisory firm rooted in Alberta, with offices in both Edmonton and Provost. Our comprehensive services are crafted to address the unique financial and consulting needs of our clients' owner-managed businesses. As a standout player in the Edmonton market, we pride ourselves on upholding Core Values of Service, Relationships, Integrity, Efficiency, and Innovation, aligning with our Core Purpose of "Helping People Succeed."

We are currently seeking a full-time **Accounting Technician** for our **Edmonton** office. This role is perfect for a positive and motivated individual with the ability to work independently and with a team. The successful candidate must have exceptional client service and relationship-building skills.

### **Who are we?**

We are a mid-sized firm located on the south side of Edmonton. We believe that our people perform best when we set them up for success and we provide the resources and support they need to help them achieve their personal goals, while working towards the firm's goals.

- 11 partners and just over 50 staff
- Service over 2,000 businesses and organizations
- Mix of audit, review, compilations, various tax valuations and special engagements
- Team environment where students engage in experiential learning
- Opportunities to provide creative and innovative solutions to our clients and the firm
- Hands-on experience with opportunities to interact with partners, managers, and clients on a regular basis

### **What will your role look like?**

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 in their requirements;
- Prepare interim financial statements for clients;
- Complete initial client bookkeeping and payroll;
- Provide support and training to clients on various bookkeeping and payroll systems;
- 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 and bookkeeping software;
- Provide technical support to team members on various programs.

### **What will you bring to the role?**

The successful candidate must have:

- A post-secondary Accounting Diploma (equivalent experience will be considered)
- 1-2 years of experience in a similar or related role
- Experience preparing simple compilation engagements is an asset
- Knowledge of payroll and employment standards is an asset
- Proficiency in MS Office (Word and Excel)
- Pro-Advisor certification with QuickBooks Online or similar online software is an asset
- Experience with other programs relating to QBO, including SOS Inventory, is an asset



- Exceptional ability to prioritize work, along with strong organizational and time management skills
- Strong written and oral communications skills with excellent attention to detail.

### **Why is KBH the right fit for you?**

We believe that if you find the right fit, you are already on your way to success. Here are some of the reasons why KBH is the right fit for you:

- Performance reviews every six months
- Paid overtime (days in lieu or annual payout)
- Annual salary reviews that are competitive with the industry
- Summer Fridays off in July and August
- Free parking
- Employer paid extended health and dental benefits, with several tiers to choose from (including options for Health/Wellness Spending Accounts)
- Life Insurance and Disability Coverage
- 3 weeks' vacation to start (prorated your first year)
- Paid Personal Leave
- Monthly "perks" from our social committee

### **How do you apply to KBH?**

Now that you know what a great place KBH is, it's time to apply! Email your cover letter, resume and salary expectations to Human Resources at [apply@kbh.ca](mailto:apply@kbh.ca)

Please visit our website at [www.kbh.ca](http://www.kbh.ca) to learn more about our firm and our team. We thank all applicants in advance for their interest, however only those candidates selected for an interview will be contacted.