



GIVENS LLP

CPA Student

About Givens LLP:

Givens LLP provides full service to its clients including assurance and audit, general business consulting and income tax preparation.

Position Description:

Givens LLP is currently recruiting for **two full-time CPA Student** for our Fort Saskatchewan and Edmonton Office.

Key Responsibilities:

As A CPA Student, your main responsibilities will include the following:

- Audit, assurance and compilation engagements, including preparing financial statements, analysis and correspondence
- Corporate and personal income tax preparation

Required Knowledge, Skills and Abilities:

- Eligibility to enroll in Western Canada's CPA Certification Program
- Excellent Microsoft Outlook, Word and Excel skills
- Detail oriented individual with superior organizational and analytical skills
- Proven ability to accept a broad range of responsibilities
- Ability to manage time and adhere to strict deadlines
- Ability to work independently and in a team environment
- Excellent interpersonal skills with a strong focus on client service and emerging leadership skills
- Excellent English communication skills, both written and verbal
- Exposure to Caseware, Profile, Simply Accounting and/or QuickBooks software an asset

We're offering an exceptional opportunity for you to use your skills, to work on diverse assignments, in a flexible work environment with a competitive compensation and benefits package, including:

- A standard 37.5 hour work week
- Ability to bank overtime for study leave
- Payment of CPA course fees as well as study days

If you want to be part of the Givens LLP team, please submit your cover letter, resume and a copy of your unofficial transcript no later than **September 18th, 2020** via email to jharquail@givens.ca. In the Subject Line of the email, please use **CPA Student**.

We would like to thank you for your application but only candidates selected for an interview will be contacted.