



## Accounting Co-op Student

### About Givens LLP:

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

### Location and Length of Co-op Term:

Edmonton: 4 months (January – April 2021)

### Position Description:

Givens LLP is currently recruiting **two** full-time **Accounting Co-op Students** for our Edmonton office starting in January 2021 for a four-month term.

### Key Responsibilities:

As an Accounting Co-op Student, your main responsibilities will include the following:

- Work individually on the preparation of personal tax returns, T4s, T3s, T5s
- Prepare bookkeeping, accounting records, adjusting journal entries, T2s and the compilation of Notice to Reader engagements for corporate tax clients
- Communicate directly with clients and third parties to obtain necessary information for task completion

### Required Knowledge, Skills and Abilities:

- Currently working towards an Accounting Degree or College Diploma
- Excellent Microsoft Outlook, Word and Excel skills
- Detail oriented individual with superior organizational and analytical skills
- 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, Sage and/or QuickBooks software is 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 40 hour work week
- Paid overtime or time off in lieu of overtime

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 30<sup>th</sup>, 2020** via email to [jharquail@givens.ca](mailto:jharquail@givens.ca). In the Subject Line of the email, please use **Accounting Co-op Student**. We would like to thank you for your application but only candidates selected for an interview will be contacted.