



POSITION DESCRIPTION

Position title:	Intermediate Accountant
Functional area:	Fulfillment
Reports to:	Fulfillment Manager; Team Lead
Salary:	\$50,000-\$60,000
Employment Status:	Full time / Part time
Date:	Immediate

WORK WITH US

Our firm is always evolving to be the best team that we can be, come grow with us!

We're building the best accounting business in **Edmonton**, meeting any personal or corporate tax requirements for Alberta and beyond! Givens LLP is in search of a highly skilled **Staff Accountant** to join our team.

We're a dynamic team of high performing people who build meaningful client relationships, provide distinctive services, instill teamwork, and provide on the job training with an open-door policy. With our three branches we strive to be a work family where we have fun, continuously grow, and put our clients and professionalism at the forefront.

Ultimately, you are responsible for continuing the success of our daily business practices — and ushering in a new era of growth at Givens LLP.

POSITION OBJECTIVE

The primary role of the **staff accountant** is to maximize the businesses' opportunity for fulfillment and growth. A **staff accountant** builds relationships with new clients and manages relationships with existing ones whilst meeting time and revenue budgets and workflow deadlines. A successful **staff accountant** will have a high level of intellectual curiosity to identify gaps, growth, and other potential for the client.

POSITION SPECIFICATION

Qualifications: Experience working in a public practice, knowledge of financial statement preparation and corporate/personal tax return filing; experience with online accounting programs and the ability to meet multiple deadlines. Bachelor's degree in Accounting, Business Accounting or Finance. Appropriate industry body certification such as CA or CPA is an asset. Other additional and relevant qualifications could include qualifications in management, business, and information technology.

COMPETENCIES REQUIRED

The following competencies are required for this position:

Communication	<ul style="list-style-type: none">• Excellent communication and client service skills
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	<ul style="list-style-type: none"> • interpersonal and influencing skills with demonstrated success in working effectively with a diverse range of people. • Willingness to accept and give constructive feedback for improvement • Ability to be open and honest • Ability to communicate workflow struggles and when in need of assistance • personal integrity – ability to keep client and company confidences
Teamwork	<ul style="list-style-type: none"> • Ability to perform as part of a team while maintaining and building lasting relationships with clients and staff by understanding focus and needs, and anticipating them in advance • Be a team player – offering support and assistance • Act in the best interest of the team
Problem solving	<ul style="list-style-type: none"> • Flexible, positive, 'can do' attitude • Ability to take ownership and make decisions • Coordinate internal and external resources to manage and expedite workflow
Self-Management	<ul style="list-style-type: none"> • Ability to work without supervision and with minimal direction • Ability to make decisions and act • Determine when to ask for help • Be accountable and take responsibility • Effective under pressure
Planning and organizing	<ul style="list-style-type: none"> • High level of time management, organizational and analytical skills • Ability to effectively manage several activities at any time • Monitor policies and procedures and suggest improvements for accounting reporting and recording procedures
Technology	<ul style="list-style-type: none"> • Must be proficient in Microsoft suite of platforms, CaseWare, Profile, Simply, QuickBooks • Experience in Xero and QuickBooks Online is an asset • Ability to pick up new systems quickly
Learning	<ul style="list-style-type: none"> • Be proactive with own learning • Continue ongoing education by participating in webinars, workshops, networking events, studying existing and new legislation, and maintaining compliance • Participate and contribute to brainstorming, office activities, team meetings, client meetings, researching and assisting with program development for existing clients and new prospects • Stay current with company offerings and industry trends
Initiative and enterprise	<ul style="list-style-type: none"> • Ability to use initiative and innovative thinking to solve challenges and innovate for continual improvement

	<ul style="list-style-type: none"> • Make recommendations, identify opportunities, support, and solve problems for clients by understanding and exceeding their expectations aligned with company objectives. • ability to understand client needs and recommend services, tax matters and fees for service • demonstrated experience in identifying new opportunities for clients to improve or enhance their situation • Perform prospecting activities as directed by Fulfillment Manager
<p>General</p>	<ul style="list-style-type: none"> • Attention to detail and quality control ensuring financial records comply with internal, federal, provincial, and local financial requirements • Always focused on what is best for the business, how we can provide value to our clients and each other, and achieve company goals while upholding best practices • Perform general ledger account reconciliations, accurate reporting, and data verification, verify accuracy of data, and report, identify, and correct errors made by both internal and external personnel • Handle corporate and personal income tax preparation in all aspects • Preparation of Bookkeeping, detailed reviews on files, government forms and any ad-hoc jobs • Support timely monthly, quarterly, half-year, and year-end financial close, including assigned journal entries, balance sheet account reconciliations, accruals, and overall maintenance of all assigned client's operational management accounts