



Bookkeeper Technician / Staff Accountant

About Givens LLP:

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

Position Description:

Givens LLP is currently recruiting for a full-time **Bookkeeper Technician / Staff Accountant** for our Edmonton office.

Key Responsibilities:

- Full cycle bookkeeping
- Account and bank reconciliations
- Preparing GST returns
- Compilation engagements (notice to readers)
- Preparing financial statements
- Personal tax returns
- Contacting the client if additional information or documents are required
- Preparation of T3's, T4's and T5's

Required Knowledge, Skills and Abilities:

- Excellent Microsoft Outlook, Word and Excel skills
- Experience working with or exposure to , accounting and tax software such as CaseWare, Profile, Simply and QuickBooks is preferred
- 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
- Excellent English communication skills, both written and verbal

We're offering an exceptional opportunity for you to use your skills, to work on interesting and 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
- Continued professional development

If you want to be part of the Givens LLP team, please submit your cover letter and resume no later than **October 19th, 2018** via email to jharquail@givens.ca. In the Subject Line of the email, please use **Bookkeeper Technician / Staff Accountant – Edmonton**.

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

