



Job Purpose

Geib & Company provides an environment where learning is key. CPA Students learn by having direct contact with the Partners and by having responsibility for all aspects of an assignment. The position provides the student with relevant skills and experience via the assignment of files and completion of on-the-job training and mentorship.

Duties and Responsibilities

- Preparation of Notice to Readers, including completion of all paperless working papers, adjusting journal entries and financial statements in accordance with Firm standards
- Assisting with review engagements and audit procedures under supervision of senior team members
- Preparation of personal and corporate income tax returns as well as supporting schedules and forms
- Preparation of not-for-profit tax returns
- Preparation and filing of GST/PST/HST returns and various T-slips as needed
- Providing bookkeeping assistance to clients as needed
- Providing analytical consideration of financial and other business process information provided by clients and seeking opportunities to provide recommendations to client's on business improvements
- Maintaining regular contact with clients and taxation authorities (CRA) to complete routine formalities from an accounting perspective (answering queries; reviewing correspondence and account transactions and balances)
- Tracking and reporting billable time in accordance with Firm standards
- Complete special projects as needed and other duties assigned

Qualifications

- Must be actively enrolled or qualify to enroll in the CPA program of professional students
- Demonstrated a high academic achievement
- Strong technical and organization skills
- Excellent written and verbal communication skills, in a professional environment
- High level of integrity, accuracy, dependability, enthusiasm and confidentiality
- Proficient in Microsoft Office applications

Compensation Benefits

- Comprehensive health benefits plan (available after three months probation period)
- Competitive vacation allocation
- Given our size, we are quickly able to recognize excellence in our employees and reward those that excel with additional projects and new challenges