

Wilkinson & Company LLP – Admin Assistant

Location: Belleville

Position Type: Full-Time

Application Deadline: October 11, 2019

Do you imagine yourself in an organization where you honestly feel that you are making a difference; doing work that is interesting and challenging? Are you a talented CPA frustrated by a piecework approach to accounting? Then you should seriously consider a career at Wilkinson & Company LLP.

Our holistic approach fosters initiative, confidence and professional growth. As an accountant at Wilkinson you are responsible for all aspects of the engagement and are encouraged to develop long term meaningful relationships with your clients. In a supportive and collaborative atmosphere you will gain experience in all facets of the industry from financial reporting and assurance, to tax planning and compliance; enabling you to remain versatile, engaged and grow professionally.

As Eastern Ontario's leading regional accounting firm, we serve a broad range of industries and not-for-profit organizations providing our staff with extensive experience as well as interesting and challenging work.

Who We Are:

We offer a small firm feel with the opportunity for work-life balance yet our staff, resources, and technical knowledge could rival any national firm. Wilkinson & Company LLP continues to grow and prosper; we are leaders in our field and committed to service excellence. We work as a team, for the firm, our clients, and for each other. At Wilkinson & Company LLP you will be given every opportunity to reach your full potential and enjoy a rewarding and prosperous career.

The Role:

The successful candidate will have the following primary responsibilities:

- Working closely with the admin team to prepare financial statements.
- Reception relief which includes answering the phone, greeting clients, and sundry duties to ensure communication of all mail/telephone/email/fax is properly forwarded.
- Archiving working papers into our paperless environment.
- Responding to Canada Revenue Agency queries.

Qualifications/Work Experience:

- Strong computer skills
- Ability to learn new software quickly
- Professionalism
- Ability to work with confidential information
- High efficiency and work quality
- Strong attention to detail
- Strong oral and written communication skills
- 1-2 years office experience preferred
- Some accounting knowledge preferred