

Wilkinson & Company LLP – Admin Assistant

Location: Belleville

Position Type: Full-Time

Application Deadline: November 30, 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? Then you should seriously consider a career at Wilkinson & Company LLP.

Our holistic approach fosters initiative, confidence and professional growth. 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

We thank all applicants for your interest in working for Wilkinson & Company LLP. Only those applicants who have been selected for an interview will be contacted.

Accommodations will be provided to applicants to enable equitable participation in the recruitment process.