

## **Wilkinson & Company LLP – CO OP Student**

**Locations:** Trenton, Belleville, Kingston

**Position Type:** Temporary

Wilkinson & Company LLP is a renowned regional public accounting firm of Chartered Professional Accountants with offices in Trenton, Belleville, and Kingston that provides a full range of accounting services including:

- Audits, reviews, accounting, assurance and business advisory services
- Corporate and personal tax planning and preparation
- Forensic & investigative accounting services, including insurance claims and litigation support
- Personal financial planning and wealth management services
- Business valuations and restructurings
- Farm taxation and succession planning
- Business and family succession planning
- Estate planning services
- Business owner and executive retirement planning
- Mergers and acquisitions
- Human resources services

The Wilkinson co op program provides students with the opportunity to gain hands on professional experience in many aspects of the public accounting services in a supportive and dynamic working environment.

### **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.

### **Experience Profile**

Students participating in the Wilkinson & Company co op Learning program will gain experience in the following areas:

#### **Assurance**

- Participates in reviews, audits and other engagements under direct and close supervision.
- Prepares draft reports for staff and/or partner review as required.

### **Taxation**

- Prepares personal tax returns accurately and proficiently.

### **Client Service and Relationships**

- Actively listens, clarifies, understands and reflects on assignments.
- Completes work assignments for clients on time and on budget, while meeting or exceeding Wilkinson & Company quality standards.

### **Professional Development**

- Participates in training and development initiatives.

### **Practice Development**

- Develops a solid understanding of services.

### **Buddy Program**

- Works closely with the assigned mentor for the purpose of professional development and ongoing support.

### **Technology**

- Becomes familiar with the firm's software packages and computer resources effectively and efficiently, in particular Word, Excel, Caseware/Caseview.
- Uses Wilkinson & Company's databases and paperless system to access internal information.
- Uses Wilkinson & Company's databases and paperless system as well as the internet to access relevant information.
- Ensures all files are set up and maintained for efficient and effective client management and internal reporting.

### **Administration**

- Adheres to Wilkinson & Company's policy and procedures manual.

### **Technical Requirements**

- Builds knowledge of the CPA Handbook and its application.
- Develops knowledge of the Income Tax Act.
- Learns about current issues in the field of public accounting.
- Builds knowledge of Caseware and Caseview.
- Develops an understanding of the V.P.M. System.

### **Develops**

- Technical skills and exercises judgment in interpretation and analysis of information.

- Effective interpersonal skills and interacts in a professional and social manner in keeping with Wilkinson & Company's reputation.
- Problem solving and appropriate decision making skills.
  
- Time management skills with an ability to prioritize, remain flexible, multi-task and maintain professionalism.
- Teamwork skills through working as a member of a team and willing to collaborate when needed.

### **Qualities**

- Integrity.
- Enthusiasm to all tasks assigned, professional in personal appearance and conduct and presentation of work.
- Honesty and ability to show respect and consideration for others.

### **Ethical Behavior**

- Maintains independence where the nature of the service requires it.
- Protects the confidentiality of all information.
- Practices professional courtesy.
- Maintains and enhances the profession's reputation.
- Adheres to the professional rules of conduct.

### **Professional Team Environment**

- Will learn how to work with other professionals in a busy professional team environment.

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