

Wilkinson & Company LLP – Tax Preparer

Locations: Trenton, Belleville, Kingston

Position Type: Full-Time or Part-Time, Contract

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.

The Role:

As a Tax Preparer, you'll be a part of a dynamic team of problem solvers. Responsibilities include but are not limited to:

- Prepare personal tax returns.
- Collect and organize additional supporting documentation or responses to tax authority notices and decisions.
- Identify outstanding information on files and reach out to clients and practice staff as required.
- Communicate with clients, when needed, with respect to obtaining information required for completing tax returns.

What You'll Bring to This Role:

- Experience with accounting or financial services; prior tax preparation and/or bookkeeping or other related accounting functions would be an asset
- A strong grasp of technology including Microsoft Office, CaseWare/CaseView.
- Ability to work effectively under pressure and deadlines without compromising professional standards or quality of works and data analysis.
- Effective written and verbal communication skills, ability to communicate and manage expectations with clients.
- Demonstrated self-motivation and a desire to take responsibility for personal growth and development.

Important Points to Consider:

- Please note this is a two (2) month full-time or part-time contract opportunity (with the possibility of extension) with flexibility on hours and schedule.
- This role doesn't support completion of the Canadian CPA designation.

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.

Applications can be forwarded to careers@wilkinson.net.