



**Location:** Belleville

**Position Type:** Full-Time

**Position Status:** Current Vacancy

**Salary Range:** \$45,000 to \$60,000

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 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:**

This role combines administrative expertise with executive-level support responsibilities. The Administrative Assistant will ensure the efficient operation of daily office activities and provide high-level support to firm leadership.

### **What You'll Be Responsible For:**

- Proofread and finalize financial statements and client letters
- Archive tax documents and working papers in a paperless system
- Respond to CRA queries and submit forms electronically
- Assist clients, lawyers, and bankers with document requests
- Manage mail handling, bank deposits, and courier deliveries
- Schedule meetings and coordinate internal logistics
- First point of contact for clients, routine client calls, handle intermediate calls on behalf of their respective Partner/client group
- Prepare client packages and compile meeting materials
- Draft and edit correspondence for partners
- Track deadlines and maintain progress spreadsheets
- Handle CRA filings and post-assessment reviews
- Prepare, finalize, and archive invoices.

### **What You'll Bring to the Role:**

- Completion of a Business or Office Administration Diploma or related experience is an asset;
- 3–5 years in administrative roles; 1–2 years executive-assistant level support preferred;
- Experience in accounting, legal, or financial services settings is an asset;
- Strong oral and written communication skills with strong attention to detail;
- Strong organization skills and attention to detail;
- Experience in calendar management and scheduling is an asset;

- Proficiency in Microsoft Office Suite with the desire to learn new software;
- The ability to work with and maintain confidential information; and
- The ability to work in a fast-paced environment, delivering high efficiency and high-quality work.

### **Hours of Work**

- 7 hours per day, 35 hours per week (Monday to Friday).
- Additional hours and overtime will be expected surrounding month end, quarter end, and filing deadlines.

Applicants will be asked to submit a resume and cover letter.

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.

### **Additional Information:**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Wilkinson & Company will provide accommodations to applicants with disabilities throughout the recruitment and selection process. Please inform Human Resources of any accommodation(s) required, and we will work with you to ensure a fair and accessible recruitment experience.

AI Usage: Artificial intelligence (AI) tools are not utilized for recruitment processes. Hiring decisions are made by our hiring managers and recruitment professionals.