

Accounting Technician

Lipton LLP

At Lipton LLP, we are guided by a simple vision: to be the CPA, CA firm of choice for privately-owned businesses and entrepreneurial individuals through excellent and personalized business advisory services by seeking new opportunities to positively impact our clients.

Our team is united under one common purpose: to forge deep connections with our clients allowing us to build trusting and productive relationships that create lasting value. Our commitment is to build more effective client relationships, where we can bring together ideas, people and skills to create even better value for each of our clients – helping them achieve their true financial potential.

JOB DESCRIPTION

We are currently seeking an Accounting Technician to participate in a variety of client engagements. The successful candidate will be responsible for production of Notice to Reader (NTR) for Financial Statements and related Corporate Income Tax Returns. This role will focus on NTRs and therefore candidates will have limited opportunity to gain audit hours for those in the CPA stream.

DUTIES/RESPONSIBILITIES

- Prepare NTR Financial Statements
- Prepare Corporate and Personal Income Tax Returns
- Prepare T4 and T5 slips and summaries
- Communicate with CRA in assisting clients with routine inquiries
- Perform other personal bookkeeping services

REQUIREMENTS

- Completion of a Diploma or Certificate in Accounting
- Minimum of 2 years of Canadian experience in Public Accounting
- Good knowledge of tax return components (corporate and personal)
- Additional experience in general accounting or bookkeeping is an asset
- Strong attention to detail, communication, and organization skills
- Knowledge of CaseWare and Taxprep considered an asset

If you are interested in applying to this role, please submit your resume to Talya Feldberg, Human Resources Manager at careers@liptonllp.com. To learn more about our Firm, please visit www.liptonllp.com.

Lipton LLP is an equal opportunity employer and values diversity in its workforce. Lipton LLP encourages applications from all qualified individuals and will accommodate applicants' needs under the respective provincial Human Rights Code through all stages of the recruitment process. Please advise the HR Manager to ensure that your accessibility needs are accommodated throughout this process. Information received relating to accommodation will be addressed confidentially.

We thank all applicants in advance for their interest; however only those candidates selected for interviews will be contacted.