

Who we are:

W.L. Buck & Associates is a full-service accounting practice in Brandon, Manitoba. We are a small growing firm providing tax, bookkeeping, payroll, and financial services to small and medium sized businesses. To learn more about who we are and how you can help grow our business, visit us at www.wlbuck.com.

We are seeking an Accounting Technician/CPA student interested in a long-term career in public practice with our firm. This is a full time, permanent position, requiring 35 hours/week.

What you'll do:

Reporting to the Office Manager,

- Maintaining and updating financial records for multiple clients in an organized manner.
- Reconciling balance sheet accounts and preparing basic financial statements.
- Recording journal entries.
- Preparing payroll
- Filing of GST / PST returns for clients.
- Assess fixed assets and depreciation.
- Preparation and filing T2 corporate tax returns.
- Examine financial records and transactions.
- Perform clerical duties, such as maintaining filing and record systems and other general office duties.
- Answer customer inquiries.

Who you are:

- Strong written and verbal communication skills to present accounting concepts to other professionals.
- Excellent organizational skills.
- Ability to maintain confidentiality when managing company records.
- Ability to read, interpret and apply established internal and government rules, procedures, and policies.
- Ability to maintain detailed and accurate financial records.
- Computer proficiency to work with digitalized financial records.
- Strong numeracy skills.
- Critical-thinking and analytical skills.
- Ability to work independently or as part of a team.
- Two year diploma or four year degree, majoring in Business or Accounting.
- Two years experience working in the accounting field would be considered an asset.

We offer competitive salaries, a comprehensive benefits package, and a positive work environment. We encourage our team to take advantage of learning opportunities.

For more information about this position, or if you are interested in this career opportunity, please email your cover letter and resume to hr@wlbuck.com. No phone calls please.

We thank all candidates for their interest; however, only those selected to continue in the recruitment process will be contacted.