



STOILEN ALSTON & LANG
CHARTERED PROFESSIONAL ACCOUNTANTS

Who we are:

We are a small, locally owned public practice in Ladner looking to hire a full-time Bookkeeper/Tax Preparer.

The position of Personal Tax preparer requires the following:

- Efficiently prepare and complete personal income tax returns (T1's) with minimal assistance
 - Minimum two years of “tax season” experience preferred.
- Communicate with staff to organize all supporting documents for returns.
- Organizing the supporting documents for the tax returns.
- Preparing work in progress reports for Partners.
- Excellent communication, both verbal and written, with common sense and solid judgement.

The position of Bookkeeper/Payroll Services Provider requires the following:

- Prepare monthly and quarterly full cycle bookkeeping for a variety of corporate and personal clients, including Payroll, GST and PST returns, WCB returns, credit card reconciliation, and T4 and T5 slips.
 - Minimum of two years of bookkeeping experience preferred including bank and credit card reconciliations in excel or accounting software.
- Proficiency in MS Office, Sage 50, Quickbooks, QBO and TaxPrep.
- Financial analysis and preparation of financial statements, balance sheets, and income statements.
- Assisting with financial audits and government audits of financial information.
- Knowledge of caseware would be an asset.
- Extremely organized and able to work independently.

Stoilen Alston & Lang offers the following:

- A wide range of clients – engaging industries and complexities
- Flexible and relaxed in-office work environment
- Competitive salary, benefits, sick days, flex days, paid professional development
- Team building activities & events
- Growth – this is a position that could grow and evolve.
- \$25-\$28 per hour, depending on experience

If you are interested in this position, please apply by sending your resume and cover letter to info@salcpa.ca. We thank all applicants for their interest.