



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 Senior 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.
 - Experience with schedules for employment expenses, real estate rentals, self-employment income, T slip reconciliations.
- Work with staff to organize all supporting documents for returns.
- Excellent communication, both verbal and written, with common sense and solid judgement.

The position of Senior Bookkeeper 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, bank reconciliations 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.
 - Requires experience with payroll processing for companies of 10 or more employees.
- Proficiency in MS Office, Sage 50, QuickBooks, QBO, and TaxPrep.
- Financial analysis and preparation of financial statements, balance sheets, and income statements. Ability to aid clients in troubleshooting bookkeeping and reconciliation issues.
- 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
- Team building activities & events
- Growth – this is a position that could grow and evolve.
- This position is a contract position to cover paternity leaves. Minimum 12 months with potential for full time placement.
- \$26-\$30 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 but only those meeting the qualifications above will be contacted.