

Manager, Private Client Services (\$80,000)

Halifax or Winnipeg

Primary responsibilities:

- Manage client accounting teams which includes client employees and ARC CPA bookkeepers.
- Manage client relationships from monthly advisory meetings to tax planning.
- Preparation of financial statements, corporate and other tax returns as required.

Required Education and Experience:

- Solid understanding of small businesses accounting and basic owner/operator tax planning.
- Chartered Professional Accountant preferred, operating management experience will be considered as well. Please only apply if you have either or.
- Quickbooks Online Advanced Certification (prior to start date)
- Owner/Operator Tax Planning knowledge (wage vs dividend, identifying re-organization opportunities)

Skills Making You a Strong Candidate:

- Given financials and a 30 minute meeting with the operating manager you can analyze a business and start finding risks and opportunities (tested in interview).
- Creative person who likes to problem solve and come up with custom solutions.
- Well spoken, confident presenter. Will run 1-2 virtual client meetings per day.
- Established Network in the Business Community and the drive to continue expanding it.
- Strong digital organization skills (paperless firm).
- Passion for self improvement through ongoing learning.

We are looking for someone who is confident in their abilities, loves working with small businesses across Canada and can manage themselves in a remote setting working from home. This role will see you eventually managing between 15 and 25 small business clients on a year-round basis offering bookkeeping oversight, business advisory services and year end financial statement and tax preparation. You will be joining an experienced and dynamic small business consulting team that will keep you motivated, always learning and having fun.

ARC CPA team members enjoy:

- Four weeks paid holidays
- Performance and Growth Incentives including a Yearly In-Person Team Summit
- Health Spending Account
- Home Office Stipends
- GoodLife Membership

You are required to have a dedicated, distraction free, office to work from including furnishings. Computer and Monitors are supplied.