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## A Member Firm of The AC Group of Independent Accounting Firms Limited

At RGH Chartered Professional Accountants, we are our clients' partners in growth, value creation and profit building. RGH works closely with our clients to make smarter business and tax decisions, tackle the unexpected and build a stronger future.

We are looking to hire an Associate Accountant who will be responsible for performing typical accounting activities in order to gain the knowledge, skills, abilities and behaviours required for success as a chartered professional accountant.

### **Responsibilities:**

- Working with students, ensure CPA training and education are a priority
- Complete corporate and personal tax preparation
- Prepare compilation engagements
- Prepare review engagements
- Prepare audit engagements
- Provide assistance with staff recruitment
- Provide client assistance when required
- Communicate with Canada Revenue Agency when required
- Provide training and assistance to co-op students as well as newly hired technicians
- Provide support to the partners as required
- Perform other related duties as assigned

### **Technical Competencies**

- Bachelor degree in business administration or commerce with a major in accounting from a recognized educational institution
- Computer skills:
  - Advanced level of proficiency in Microsoft Excel and basic level of proficiency in Microsoft Word and Outlook
  - Basic level of proficiency in Adobe Writer
  - Intermediate level of proficiency in Sage 50 and Quick Books or other accounting software
  - Advanced level of proficiency in Profile and CaseWare or equivalent software
- A valid Nova Scotia drivers' license and access to a reliable vehicle

## Behavioural Competencies

**Achievement Motivation:** Is energetic and committed to meeting goals and targets set, even when tasks are repetitive; actively reviews schedules and plans to avoid unnecessary over runs; wants to do things well and consistently delivers to best of own ability; willing to respond to reasonable requests to do tasks that go beyond normal scope of job.

**Attention to Detail:** Accomplishes a task through concern for all the areas involved, no matter how small. Proofreads documents to ensure correct grammar, spelling and formatting. Monitors and checks work or information and plans and organizes time and resources efficiently.

**Business Orientation:** Consistently delivers required business results; sets and achieves achievable, yet aggressive, goals; consistently complies with quality standards and meets deadlines; maintains focus on the organization's goals.

**Client Service:** Is dedicated to meeting the expectations and requirements of clients in a manner that provides satisfaction for the client and fosters client loyalty. Is respectful of others, helping or serving them to meet their needs by discovering those needs and figuring out how to best meet them.

**Commitment to Learning:** Demonstrates a commitment to learning by proactively seeking opportunities to develop new capabilities, skills, and knowledge; acquires the skills needed to continually enhance his/her contribution to the organization and to his/her respective profession.

**Communication:** Able to write in a variety of communication settings and styles; can get messages across that instigates appropriate actions; orally communicates positively in a variety of formal and informal settings; actively listens.

**Developing Others:** Involves a genuine intent to foster the learning or development of others with an appropriate level of need analysis. Its focus is on the developmental intent and effect rather than on a formal role of training. It requires a genuine intent to develop others with some thought or effort and does not include routinely sending people to formal training programs.

**Flexibility:** Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.

**Initiative:** Identifies what needs to be done and confidently takes action to achieve standard of excellence beyond job expectations.

**Planning and Organizing:** Sets priorities, goals, tracking systems and timetables to achieve maximum productivity. Is able to change focus to another task at short notice; able to manage stress that may arise with conflicting priorities.

**Relationship Building:** Able to develop, maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support; gains support for ideas and motivates others to advance the objectives of the organization and influence outcomes; able to present key points of an argument persuasively, negotiate and convince others.

**Respect for Confidentiality:** Understands the confidential nature of the work and respects that confidentiality by sharing information only on a need to know basis. Protects the confidential information of the clients.

**Teamwork and Cooperation:** Works cooperatively, with a positive attitude with others to achieve common goals. Willingly co-operates; is friendly and cooperative. Keeps other team members up to date. Addresses conflicts or issues within the team in a positive and open man

