

## 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 **Accounting Technician** who will be responsible for performing typical accounting, bookkeeping and tax preparation activities.

### **Responsibilities:**

- Complete personal tax preparation
- Complete tax returns for self-employed clients
- Complete corporate year end functions
- Provide bookkeeping functions using spreadsheets
- Communicate with Canada Revenue Agency when required to follow up on issues with T1 return
- Process payroll; generate T4 and T5 slips; remit standard deductions; forward to slips to CRA, employees and business owners
- Prepare trust returns and issue the T3 by reconciling the credits and debits in the accounts, and the bank statements
- Prepare financial statements by reviewing information and providing bookkeeping services
- Provide support to the partners as required
- Perform other related duties as assigned

### **Technical Competencies**

- Diploma in accounting from a recognized educational institution
- Successful completion of an income tax preparation course from a recognized institution
- Intermediate level of proficiency in MS Excel; basic level of proficiency on MS Word

### **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.

**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.

**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 manner.