

Tax Technician

Here are just some of the reasons why people want to join people like us: We're nimble, we're a tight group, we share our wins and we share our expertise with each other. We're there for our clients and each other. We develop and grow together!

Does this sound like something you're interested in? Read on!

Here are some facts about us:

We are a public practice accounting firm providing Assurance, Advisory, Tax, Human Resources and Wealth Management services. We are known for our commitment to excellence and the professional skills and knowledge of our team members. The firm includes nine Partners and over 30 professional and administrative staff dedicated to serving our clients. Located in London, Ford Keast LLP has been part of the business community in southern Ontario for over 90 years.

We take pride in our long-term relationships with our clients and we have demonstrated strength in a wide range of industries including manufacturing, retail, construction and development, professional services, automotive, nursing/retirement home and not-for-profit organizations.

We are dedicated to our team. We provide regular coaching and support to team members' learning and development. We have an active social committee that provides regular opportunities to get together. Even during COVID, we socially distance, but we stay connected. We promote giving back to our community and helping staff to have a life beyond Ford Keast. We know the importance of work/life balance.

We're looking for an enthusiastic and adaptable Tax Tech to join our team.

Key responsibilities:

- Support a team of four CPAs in the tax area of our Firm
- Liaise with the Canada Revenue Agency (CRA) to open/close accounts, make queries, respond to queries, download client data and summarize information as needed
- Assist with CRA information requests, reviews and audits
- Support team members with tax forms and elections, data analysis and calculations
- Support team members with presentation preparation and basic research
- Share responsibility for deadlines and project tracking

- Support US personal tax season
- Assist with preparation of basic personal, corporate and Trust income tax returns

Key technical and technology skills:

- Attention to detail on highly sensitive tax forms and elections
- Ability to format flowcharts and spreadsheets for internal and external (client) use
- Apply technology to streamline processes to work effectively in person and remotely
- Proficient in Microsoft Excel, Word, PowerPoint and Outlook

Key soft skills:

- Ability to work comfortably in virtual teams, staying connected and collaborative
- Superior organizational skills to assist with tracking projects and deadlines; always helping to ensure optimal client service
- Strong customer service skills; and ability to interact professionally with clients
- Comfortable asking questions and building a personal knowledge portfolio
- Positive outlook on the work environment and emphasis on a strong team dynamic
- A good sense of humour is appreciated!

Education and experience:

- Diploma or certificate in accounting and/or office administration
- Experience in an office/administrative setting
- Experience with tax preparation software and accounting software (CaseWare, Sage, QuickBooks) an asset
- Willingness to work additional hours when needed
- Experience with bookkeeping and payroll an asset

What we offer:

- The opportunity to join a friendly, innovative and high energy tax team
- Competitive compensation based on experience
- Benefits including employer contributions to an RRSP, medical and dental coverage, off-busy-season flexible work hours and paid parking
- Ongoing training and mentorship

TO APPLY:

- submit your cover letter and resume to: HR@FordKeast.com , indicating Tax Technician in the subject line

While all submissions are appreciated, only those candidates selected for an interview will be contacted. Ford Keast LLP retains candidate submissions for six months.

We encourage submissions from persons with disabilities and will provide support throughout the recruitment process including accommodation that takes into account a candidate's accessibility needs. Please notify Ford Keast LLP if you require accommodation in respect of the materials or procedures used at any time during the recruitment process.

All submissions are held in the strictest confidence.