

Careers



Join Us:

WE ARE CURRENTLY LOOKING FOR A RECENT NSCC GRADUATE OR BOOKKEEPER TO JOIN OUR DIVERSE TEAM AS AN ACCOUNTING TECHNICIAN.

In this role you will be trained by our colleagues to provide bookkeeping, accounting, and tax services as a team to our clients.

Our Firm:

BISHOP & COMPANY HAS BEEN COMMITTED TO CLIENT SUCCESS FOR 40 YEARS.

Founded by retired partner Raymond Bishop in 1982, the Firm is now led by partners Greg Miller, Jocelyne Dumaresq, and Justin Strong.

With a staff compliment of 20 people, the Firm provides a wide range of professional services in the areas of audit & assurance, taxation, business information technology, succession, estate planning, business advisory and risk management.

Responsibilities:

- Assist with bookkeeping engagements
- Preparation of investment summaries
- Preparation of financial statements
- Assist with compilation engagements
- Preparation of agricultural summaries
- Preparation of corporate tax returns
- Preparation of personal tax returns
- Communicate with Canada Revenue Agency
- Provide additional support to colleagues as required
- Participate in community events as part of our team

Skills and Experience:

- Diploma in Business Administration
- Desire to work in the agricultural sector would be considered an asset
- Prior bookkeeping experience or courses would be considered an asset (Sage, Quickbooks Desktop, or Quickbooks Online)
- Intermediate level with Microsoft Excel
- Good problem solving and critical thinking
- Strong verbal and communication skills
- Attention to detail
- Organizational and multi-tasking skills
- Willingness to take on tasks outside of the normal scope of work when needed in order to deliver on committed results
- Desire to learn!

Working Conditions:

- Flexible within the range of 7:30-5:30, Monday to Friday
- Overtime may be required throughout the year based on client deadlines and other project-related work
- Local travel to client sites may be required as needed
- Travel within the Maritimes with overnight stays for conferences / professional development is optional



Our Values:

EXCELLENCE

We strive for excellence in ourselves and for our clients. We hold ourselves and each other to the highest standards in both our work and our conduct. We consistently work to exceed our clients' expectations by guiding them to unique solutions customized to their needs and delivering them in a timely fashion.

CLIENT FOCUSED & RESULTS-ORIENTED

We are focused on achieving agreed-upon end goals in the right way and in the right time. We live up to our commitments on quality, deadlines, and deliverables for our clients. We take pride in actively engaging with our clients, anticipating their needs and being there when they need us.

COMMUNITY & CHARITY

We are actively involved in our community, promoting and recognizing our clients whenever possible.

We proactively search out opportunities to contribute and impact our community, both individually and as a Firm.

We seek to support and give back to our community on an ongoing basis.

CONTACT US:

Please email:
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