



Belliveau Veinotte Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS

Member of The AC Group of Independent Accounting Firms

Accounting Technician/Bookkeeper - Chester

Job Description

About Us

AC Belliveau Veinotte Inc. is an established full service public accounting firm providing accounting, tax and business consulting services to a wide range of business and individual clients throughout Nova Scotia and beyond. With offices in Halifax, Chester, Bridgewater, Liverpool, Shelburne and Barrington Passage, we are continuing to grow and expand. We consider ourselves to be the employer of choice in public accounting along Nova Scotia's South Shore.

We believe in supporting one another, and our communities. We give generously to local charities and support multiple child and youth sports teams and clubs, along with donations to our local hospitals, animal shelters and health societies. We offer paid hours monthly for our staff to volunteer in the community. We sponsor employees' continuing education, health and wellness memberships and offer incomparable work/life balance with flexible working, hybrid working, an option to work 5 days in 4 during the off-season, reduced summer hours and many other perks and benefits.

About the Role

We have an exciting opportunity for an Accounting Technician with 2-3 years of experience (or more) to join our existing team in our office in beautiful Chester, Nova Scotia.

Summary

The Accounting Technician excels in servicing a wide variety of clients ranging from small home businesses to large companies with multiple locations. We have a strong culture of providing excellent client service and working hard to help our clients with all their business and personal needs.

Primary Duties of Role:

- Compile and organize client information and records
- Prepare corporate and personal tax returns
- Assist client's financial needs as they arise
- Use tax software (Taxprep) to prepare tax returns
- Use CaseWare Working Papers to compile and organize client information
- Compile and share findings with seniors and managers
- Communicate with the Canada Revenue Agency
- Draft and proofread financial statements, tax plans and reporting letters with little or no revision needed

Requirements:

- College Degree or bachelor's degree in accounting or Administration, or equivalent experience
- 1-3 years experience within a large organization preferred
- Strong accounting skills including knowledge of Accounting Standards and Generally Accepted Accounting Principles (GAAP)
- Meticulous with great attention to detail
- Ability to work with large volumes of data
- Ethical and accountable
- Respectful of deadlines
- Strong analytical and problem-solving skills
- Excellent Excel and database skills
- Team player with very good interpersonal skills
- Solid communication skills both written and verbal, including the ability to present analysis to individuals outside of the accounting group
- Able to work longer hours during busy times (Jan-June) with commensurate time off in lieu (July-Sept)

Working Conditions

- Full time, salaried position with flexible hours
- Health coverage and wellness benefits upon completion of probationary period
- Office environment with the ability to work from home a couple of days a week, after probationary period
- We consider work/life balance to be an important part of our culture, so although we're extremely busy from January to June, we work reduced hours from July-December
- Salary commensurate with experience

To apply, please send resume and covering letter to adean@bvca.ca.

We look forward to meeting you!

Commitment to Diversity

Belliveau Veinotte recognizes the necessity of building an inclusive culture that values each person's individuality and diverse perspective.

We are committed to providing equal opportunity to all, creating an environment that promotes inclusion, and enabling people from all walks of life to flourish. We encourage our employees to act in a respectful and responsible manner, in line with code of best practices concerning diversity and inclusion, human rights, equality, and civility for every individual.

We are An Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or any other protected class and will not be discriminated against based on disability.