

# Careers



## Join Us:

**WE ARE CURRENTLY LOOKING FOR AN INDIVIDUAL TO JOIN OUR DIVERSE TEAM AS A SENIOR MANAGER.**

In this role you will work with a dedicated group of clients, managing those relationships on behalf of the Firm to ensure the turnaround of engagements including file preparation and leading the staff who conduct related activities.

### 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, Loretta Kalkman, 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 and assurance, taxation, business information technology, succession, estate planning, business advisory and risk management.

### Responsibilities:

- Mentor and manage staff
- Review, manage and deliver year-end files for Review, Compilation, and T2 engagements.
- Manage year-end correspondence with clients (either direct correspondence or supervision of staff communication with client)
- Discuss daily with staff assigned to jobs, follow-up with clients when information is outstanding
- Identify opportunities for tax planning to be explored with the engagement partner, tax specialist, and the client
- Review and manage Personal Income Tax Returns (T1)
- Review and manage Trust Tax Returns (T3)
- Ensure that the appropriate T4 and T5 slips are prepared for all clients assigned
- Technology and process development and improvement; contribute to the development of new ideas and approaches to improve work processes
- Work with other managers as needed on engagements not in your primary client group for the benefit of the Firm as a whole
- Administrative tasks as required

## Skills and Experience:

- CPA designation and Public Accountant's License in Reviews (Audit would be an asset but not required)
- Experience in the agricultural sector, or a desire to work with clients in this sector, would be considered an asset
- Minimum of 7 years of relevant experience in a management role leading junior staff
- Proven knowledge and experience with bookkeeping, accounting principles, practice standards, laws and regulations
- Proficiency with MS Office, tax preparation software, and general computer knowledge
- Strong leadership and team building skills
- Superior verbal and written communication skills
- Proven problem-solving and critical thinking skills
- Strong attention to detail
- Excellent organizational and time management skills and the ability to multi-task in a dynamic environment
- Willingness to take on tasks outside of the normal scope of work when needed in order to deliver on committed results

## Working Conditions:

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



## 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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