

Employment Opportunity

Lenehan M^cCain & Associates is currently seeking an **accounting technician** at its **Perth Andover, NB** office.

About Us

Lenehan M^cCain & Associates Chartered Professional Accountants, with office locations in Florenceville-Bristol, Perth-Andover, Hartland, and Woodstock, NB, is a public accounting firm serving both personal and corporate clients spanning a multitude of industries. Our firm offers a variety of services, including financial statement preparation, tax planning and preparation, business advisory and assurance services.

Our professional and administrative staff employ a client friendly approach striving to deliver exceptional service by developing strong business relationships to best meet our clients' needs.

About the Role

- **Client engagements** – you'll prepare working paper files in accounting software (CaseWare) and draft financial statements (CaseView) for compilations.
- **Reviews/Audits** – you'll assist senior accounting personnel with review and audit engagements
- **Tax returns** – you'll prepare T1 personal tax returns for clients asking them for additional documents you may require. In addition, you'll assist with the preparation of T2 corporate tax returns
- **Other returns** – you'll assist with other client returns such as: charity, T3 and T5 returns
- **Support** – you'll support our client base by performing bookkeeping and reconciliations in accounting software (i.e. QuickBooks, Sage), communicating with clients, filing HST returns and managing payroll functions
- **Administration** – initially you will be responsible for some administrative duties in the office.

About You

- **Interested** – you have some experience with or interest in accounting, tax and/or bookkeeping
- **Personable** – you're personable and have great communication skills. Your writing is clear and concise
- **Curious** – you're a quick learner who can figure things out on your own and easily adapt to change
- **Accountable** – you don't shy away from accountability. You like to get things done and take full responsibility to ensure quality of work is high and deadlines are met
- **Adaptable** – you're comfortable working independently or as part of a team
- **Analytical** – you're a problem solver and are not afraid to ask questions
- **Techy** – you know your way around a computer and enjoy researching and learning new applications

Why Us

- **Compensation** – we offer a fair rate of pay commensurate with qualifications and work experience
- **Benefits** – we offer health, dental and other benefits such as an RRSP matching plan
- **Personal health** – we provide the option of stand-up desks for your personal well-being
- **Schedule** – we offer a flexible work schedule and paid time off
- **Career advancement** – we offer professional development opportunities to further your knowledge and advance your career

Application deadline

July 14, 2023

How to apply

Mail

Lenehan M^cCain & Associates
Attn: Mandy Hamilton
389 Connell Street, Suite 200
Woodstock, NB E7M 5G5

Email

mandy@lmaca.ca

Fax

Attention: Mandy Hamilton
506-325-9675

Additional Information: Contact Joe McPhail - 506-819-0360 – joe@lmaca.ca