

We have an immediate opening for an **Accounting Technician** to join our **Fredericton** office.

At Teed Saunders Doyle, we work hard to deliver exceptional service and excellent value to our clients, and we like to have fun doing so. In other words, we take our work seriously— but we don't take ourselves too seriously. We believe in investing in our employees by providing on-going training, business tools and an attractive compensation package, which includes a health plan and a pension plan. So if you want to develop your career in a fast-paced, fun, and collegial atmosphere, we are the right fit for you.

Pre-requisites for consideration

In order to be considered for the position, applicants must have:

- A college diploma (or equivalent) in accounting; and
- A minimum of two years experience in an accounting firm as an accounting technician.

Applicants should have the following skill sets:

- strong analytical and organizational skills
- attention to detail
- the ability to interact with clients on a daily basis
- a strong knowledge of desktop accounting software including Caseware, Simply/Sage 50, Quickbooks
- experience with online accounting programs such as QBO, Xero and other cloud accounting applications is considered a strong asset

Duties of this position include:

- Providing assistance to clients with their monthly bookkeeping (bank reconciliations, payroll, AR, AP, etc.) using both desktop and cloud-based software
- Preparing notice to reader engagements
- Preparing T1 and T2 income tax returns
- Preparing various tax compliance slips
- Providing ongoing assistance to clients for their accounting system needs
- Completing other accounting related duties as required

The salary range for this position is \$38,000 - \$45,000 depending on qualifications and experience.

To find out more information about our firm, please visit our website at www.teedsaundersdoyle.com.

Please submit your resume in confidence to Andy Clark, Chief Operating Officer, by email at andy.clark@tsdca.com

While we thank you for your interest in our firm, only applicants selected for an interview will be contacted.