

We have an immediate opening for an **Accounting Technician/Bookkeeper** to join the Client Accounting Services (CAS) team in our Fredericton office. As a Xero Online Accounting “*Gold Partner*” and “*Emerging Partner of the Year*” winner, and a Hubdoc “*Top 50 Cloud Accountants in North America*” recipient, we are in growth mode and looking to expand our CAS team with someone who embraces the challenge of using emerging technology in the delivery of accounting services.

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. As one of “*Canada’s Top SME Employers for 2019*”, we believe in investing in our employees by providing on-going training, business tools and an attractive compensation package, which includes a health plan, a pension plan, and Friday afternoons off all summer long. 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 (or similar business) as an accounting technician/bookkeeper.
- Permanent residency in Canada.

### **Applicants should have the following skill sets:**

- Excellent 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 Simply/Sage 50, QuickBooks
- Experience with online accounting programs such as QuickBooks Online, Xero and other cloud accounting applications is considered an asset

### **Duties of this position include:**

- Providing assistance to clients with their monthly accounting (bank reconciliations, payroll, AR, AP, HST returns, etc.) using both desktop and cloud-based software
- Preparing personal income tax returns
- Preparing various tax compliance slips (T3, T4, T5, etc)
- Providing ongoing assistance to clients for their accounting system needs

- Preparing notice to reader engagements and corporate tax returns (depending on experience)
- Completing other accounting related duties as required

### **Salary and Benefits**

The salary range for this position is varies depending on qualifications and experience. All full-time employees at Teed Saunders Doyle are entitled to the following benefits:

- Health plan (employee pays 50% of premiums)
- Pension plan (employer matches employee contributions)
- Friday afternoons off in summer
- Professional development courses

To find out more information about our firm, please visit our website at [www.teedsaundersdoyle.com](http://www.teedsaundersdoyle.com).

Please submit your resume in confidence to Andy Clark, Chief Operating Officer, by email at [andy.clark@tsdca.com](mailto:andy.clark@tsdca.com)

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