



Woodman White & Associates

PROFESSIONAL CORPORATION

CHARTERED PROFESSIONAL ACCOUNTANTS

Bookkeeper

Woodman White & Associates is a firm of Chartered Professional Accountants providing various accounting services to business and personal clients throughout Southern Alberta. As a firm, we are committed to excelling in our client relationships through the delivery of professional, timely and quality service; and to providing leadership in the community. We are looking for a self-motivated, flexible and organized individual, who is looking to become part of our team.

Duties:

- Provide bookkeeping services to clients including bank reconciliations, monthly journal entries, accounts payable and receivable, GST, and payroll services.
- Preparation and completion of personal and corporate tax returns.
- Assist in preparation of corporate year-end files.

Qualifications:

- Five years of relative experience and/or related post-secondary education.
- Preference will be given to candidates with experience in a public practice setting.
- Preference will be given to candidates with experience with various computer programs including CaseWare, Doc.It, ProFile, Jazz-it!, QuickBooks, Sage, Ag Analyst and Microsoft Office.

Core Competencies:

- Excellent people skills.
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Client-centered focus and timely client service and support.
- Ability to work in a team-environment.
- Ability to read, write and speak English at a University level.
- Commitment to professional growth and development.
- Be willing to work flexible hours during tax season.

Woodman White & Associates offers a competitive hourly wage, excellent work environment, state-of the art resources, and provides employees the opportunity to maintain a positive work/life balance.

Interested applicants may forward a detailed resume with cover letter to: employment@woodmanwhite.ca. Deadline for applications is **September 5th @ 4:00 pm**. We thank all applicants for the interest, though only those considered will be contacted.