

Ayo & Company Chartered Professional Accountant (Ayo CPA) is a full service Tax, Accounting, Bookkeeping and Payroll company geared exclusively to small business owners. This is a smaller practice with two locations. Ayo CPA is currently seeking a permanent, full-time **Accounting Technician**. This position offers a flexible work schedule at our Cold Lake office.

Key Responsibilities:

- Set up and complete working papers according to CPA standards for engagements.
- Prepare corporate, personal and trust tax returns.
- Prepare and file various tax information slips.
- Work with CRA on behalf of our clients.
- Processes client bookkeeping according to a defined process.
- Perform some administrative duties in the office.

Required Qualifications:

- Public practice accounting technician experience is a strong asset
- Strong computer skills with preference given to those that have experience with QuickBooks (both desktop and online versions), Caseware, Sage 50, Profile, Jazz-it, and Microsoft Office.
- Customer service oriented
- Proven experience maintaining confidentiality
- Strong organizing and prioritizing skills
- High attention to detail in all areas of work
- Self-motivated
- Strong interpersonal and excellent communication skills
- Currently enrolled or commitment and eligibility to enroll in the CPA education program
- Education: Post-secondary (accounting)

Kindly send your resume to info@ayocpa.ca.

Please note that due to the volume of applications only candidates considered for an interview will be contacted.

Job Type: Full-time

Work Location: In-person (Cold Lake)

Schedule:

- 37.5hrs per week.
- Monday to Friday

Salary: Commensurate with experience