

Job Title: Part Time Accountant  
Reports to: Senior Accountant  
Location: Oakville, Ontario  
Type: Contract, Part-Time

### **About the Company:**

Our Client is a busy, private Accounting and Tax Advisory firm in Mississauga/Oakville, Ontario.

### **Scope:**

This position is seeking a special individual with hands-on experience, as an Accountant/Tax Analyst in an Accounting firm.

This is an in-office, contract position for 2-3 days a week, in the Mississauga/Oakville area. The position has some flexibility for those with family commitments, and is suited to someone seeking part-time work 2-3 days a week.

### **Responsibilities:**

Specific duties would include:

- Preparation/Review of corporate tax provisions
- Preparation/Review of corporate tax returns
- Preparation/Review of notice to reader statements
- Financial Statement Analysis
- Year-end entries
- Filing of HST Returns
- Account reconciliations
- Assisting with Tax Audits
- Identify and document tax filing positions including risk analysis
- Research tax issues and prepare memorandum or client letters, including writing report/letter at the appropriate level for the intended audience
- Researching tax issues and documenting this research in tax memos or client letters

Possible additional duties in slower times:

- Admin work
- Client letters
- Tax research
- Marketing activities
- Personal and trust income tax returns along with other tax information forms

**Required Qualifications:**

- 8 - 10 years of experience with multiple Client files
- Experience with bookkeeping activities
- Working knowledge of all aspects of full-cycle accounting
- Working knowledge of corporate tax return issues
- Independent worker
- Exposure to Accounting applications like QuickBooks
- Understanding of Canadian Tax laws

Please apply with resume to [jobs@witsconsulting.ca](mailto:jobs@witsconsulting.ca)