

## CAREER OPPORTUNITY

### What you want

- Are you currently thrilled with your work situation?
- Do you drag yourself to work every morning, or look for any reason to miss work?
- Are you learning something new every day?
- Are you getting a sense of fulfilment in what you do?
- Do you feel like you are making a difference and are appreciated?

If you answered NO to one or more of the questions above, consider this:

Accent Chartered Professional Accountants is a leading regional firm of CPA's providing tax, financial statements, assurance and other services in Southwestern Manitoba. **We provide a dynamic and fun atmosphere conducive to professional development and a team approach.** We are seeking a motivated individual to join our team as a **Tax Season Administrative Assistant (Seasonal)**.

Our **Brandon** office is seeking to hire an individual to support the Accent team on a temporary contract during personal tax season (**Mid-February to April 30, 2024**).

The ideal candidate will be self-motivated, organized and love problem solving. They will be enthusiastic about team-focused, fast-paced environments. Preference will be given to candidates that have a background in personal tax preparation or strong administrative skills.

### What you possess

- Proficiency with MS Office
- Experience working with, or exposure to accounting and tax software
- Ability to work independently, with little supervision and within a team environment
- Excellent interpersonal skills
- Outstanding client/customer service skills
- Ability to effectively manage time, multiple projects and monitor deadlines

### What you will learn

- Responsible for intake and initial processing of personal tax returns
- Assembly of personal tax return packages
- Sorting, organizing and summary of client records
- Corresponding professionally with clients by phone, email and in person

### What to do

- Email your resume to [wsharkey@accentcpa.ca](mailto:wsharkey@accentcpa.ca)
- Call 204-500-3081

### Deadline

- November 24, 2023

**Salary to be negotiated based on qualifications and experience.**