



178 Currie Road
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Busy Accounting practice seeking an experienced and energetic **Bookkeeper / Tax Preparer / Accountant** to join our organization for in office work.

This is not a remote job opportunity.

Duties:

- Permanent full-time salaried Bookkeeper / Tax Preparer / Accountant position
- Monthly bookkeeping using manual and computerized bookkeeping systems for a wide range of corporate and personal businesses.
- Complete and submit HST remittance forms, payroll processing and knowledge of payroll forms as well as other government documents as required.
- Analyze data to ensure accuracy prior to financial statement preparation.
- Prepare personal and corporate tax returns using tax software, compilation financial statements, T4s and T5s.

Skills:

- The ideal candidate will pay attention to detail, be able to work independently and have good written and oral communications skills.
- Knowledge of Accounting software (Sage50 & QBO and AgExpert), Microsoft Office and Cantax tax software.
- Previous experience compiling and analyzing financial reports.
- Post-secondary education in accounting and tax is an asset.

How to apply:

Interested candidates should submit a résumé and cover letter by email to info@weai.ca.

We thank all candidates for their interest; however, only those selected for an interview will be contacted.

West Elgin Accounting Inc.
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