



Job Purpose

Geib & Company provides an environment where experience is key. A Staff Accountant is a professional who will provide efficient and reliable tax, accounting, assurance and business support to our clients, while gaining experience and working knowledge within a public practice.

Duties and Responsibilities

- Preparation of Notice to Readers, including completion of all paperless working papers, adjusting journal entries and financial statements in accordance with Firm standards
- Assistance in the execution of compilation, review, audit, bookkeeping and tax engagements
- Identify issues and errors, investigate discrepancies, discuss with manager or engagement partner and develop resolutions to resolve issues and errors
- Ability to handle multiple engagements at one time
- Completion of routine account analysis and bookkeeping using established procedures
- Work with accounting software and provide support to clients
- Tracking and reporting billable time in accordance with Firm standards
- Complete special projects as needed and other duties assigned

Qualifications

- 0 - 5 years of recent Canadian accounting experience in public practice
- Post-secondary training in accounting in Canada is considered an asset
- Familiarity with CaseWare, Quickbooks and tax software systems
- High proficiency with Microsoft Office suite required
- Critical thinking, ability to identify issues and provide solutions
- Enthusiastic and self-motivated with inherent drive to see results and meet deadlines
- Excellent attention to detail
- Requires little supervision on routine tasks

Compensation Benefits

- Comprehensive health benefits plan (available after three months probation period)
- Competitive vacation allocation
- Given our size, we are quickly able to recognize excellence in our employees and reward those that excel with additional projects and new challenges