

***Do you consider yourself innovative? Great problem-solving skills?  
Interested in working as part of a team to help clients succeed?  
Are you committed to learning and developing new skills?  
Are you passionate about accounting & what that means to business owners?***

***... then we want to hear from you about becoming a **Junior Accountant**  
with our Firm!***

*Affiliated with The AC Group of Independent Accounting Firms, **Feltham & Associates, Chartered Professional Accountants** is a growing firm providing a full range of professional services in Accounting, Audit, Management Advisory, Computerized Accounting System Consulting, Business Plans & Proposals, Tax Planning, Forensic Accounting, Mergers & Acquisitions, Business Reorganizations and more. Check us out at <http://feltham-associates.ca>*

**In this challenging role, you will be responsible for:**

- *Developing & maintaining strong client relationships and providing accounting support for a wide variety of clients utilizing various accounting software packages including use of cloud-based accounting & management information systems (“Apps”) that use business intelligence to learn & automate data entry*
- *Providing assistance with the preparation of personal income tax returns*
- *Preparation of Compilation and Review Engagement year-end files for our amazing clients*
- *Working with our senior accounting staff to provide assistance with Audit engagements*

**Qualifications, Skills and Attributes:**

- *Proficient computer skills. Experience (preferred but not essential) with Microsoft Office – Word, Excel, Outlook; Sage50, QuickBooks, QuickBooks Online, and Xero accounting*
- *Strong self-management skills with the ability to prioritize, multi-task, and to meet critical deadlines*
- *Great communication skills and ability to work well with clients and colleagues*
- *Interest in acquiring new skills from learning new programs, to pursuit of the CPA designation!*

**The Perks**

- *Opportunity to join a growing firm that uses the **latest technology to improve client service***
- *Ability to “make a difference” for a variety of awesome clients – clients that will depend on you to have the relevant information needed to improve their profitability!*
- *Mentorship and \$ support for continuing education (including completion of CPA designation)*
- *Group insurance and other perks...*

***... If you think you have what it takes to join our innovative, outstanding and passionate team, contact us by email at [feltham.associates@gmail.com](mailto:feltham.associates@gmail.com)***