

Job description

The best opportunities to let your knowledge, talent and skills flourish.

M.I.A.G.E. BUSINESS SOLUTIONS INC. (Accounting Firm):

A key priority for MIAGE is the establishment of a Tax Service Centre (TSC). This is an exciting time! The TSC provide tax return preparation and other compliance services in support of our Canadian national Tax practice. We will use technology, standardized processes, and best practices to deliver high quality services to our clients. The TSC is a key driver of the growth of our Tax practice and the establishment of this facility will create many important positions. Joining this growing part of our business will provide an opportunity to play an important role in how our Tax practice delivers client service.

The Opportunity: Intermediate Tax Accountant

Based in Pointe-Claire, QC, as an Intermediate Tax Accountant your primary role will be to prepare tax returns and supporting documentation for personal and corporate tax clients. The majority of the Tax tasks occur during tax compliance “busy season” which is from February through June. In this role you would support the tax team outside of compliance season, with the preparation of a potentially wide range of financial documents and data, including financial statements. This may include drafting documents and preparing material for clients. As the TSC services all Canadian time zones, we are looking for individuals who are open and available for work between the hours of 9:00am EST and 6:00pm EST. (Specific shifts may vary, weekend work may be necessary during peak seasons)

Employment type: Permanent and Full-Time

Responsibilities:

In the role as an **Intermediate Tax Accountant** you will

- Review, Collect, Organize and Communicate tax information to the clients
- Prepare tax returns for individuals and corporations
- Collect and organize additional supporting documentation or responses to tax authority notices and decisions
- Identify outstanding information on files and logging requests for information
- Full cycle accounting for small and medium size businesses
- Prepare year-end financial statements information

Experience/Education:

- You have more than 5 years’ work experience in the accounting and tax related field (working experience in an accounting firm is an asset).
- You have graduated degree or diploma program in professional accounting with experience as Tax Accountant in an accounting firm.

Requirements:

- You have a high interest in business and absolutely love working with numbers; prior tax processing and tax software experience is a must.
- Detail is your middle name; you are well organized and have the ability to work effectively under tight deadlines
- You are comfortable working with many sources of technology including MS office (excel) and are a quick learner when introduced to the latest and greatest
- Grace under pressure; you are the one who always keeps your cool with a “Can-Do” attitude, even as the pace speeds up. You have the ability to work independently to meet deadlines, prioritizing work and multi-tasking no matter what the task or how fast the pace
- We’ve laid out a documented process or guideline, no problem, you are happy to follow it to the letter, getting the job done, delivering high-quality results... but you also don’t hesitate to speak up if you have ideas of a better way
- You are comfortable working paperless, completing tasks online
- You are adaptable and love to learn new things (tasks, technology, you name it, you are ready for it)

- Being a team player really means something to you; you are a positive force in your work environment and build solid relationships with team members
- You must be fully bilingual
- You must be familiar with full cycle accounting and Canadian (Quebec) Tax preparation (personal and corporate)
- You are familiar with Accounting Software (Quickbooks and Sage 50) and Tax Software (Profile, DTMax or Taxprep)
- You wish to work remotely within an active team
- You meet most of the criteria above – we really want to meet with you - and soon!

Why Work for M.I.A.G.E. Business Solutions Inc.

Our employees make an impact with their dedication to client service, creativity, and high performance. Whatever your passion is, be part of a dynamic, inclusive workplace environment, where you are valued for the unique contribution you bring.

We thank you for your interest; however, only candidates selected for interviews will be contacted for follow-up.

www.miagesolutions.com

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