



Are you detail-oriented and energetic?

Do you enjoy the challenge of continual learning and handling time-sensitive projects?

Would you take pride in helping us give our clients the best service our industry has to offer?

### **SEASONAL TAX PREPARER**

Our busy personal tax team has an opening for an additional member!

This position is a FULL-TIME, TERM role, starting in early January and extending through April 30<sup>th</sup>, 2019. Recurring seasonal terms may be available.

The successful applicant will prepare personal income tax returns and assist with T4 and T5 reporting. Responsibilities will include gathering and compiling information and related data analysis. The ability to communicate effectively with staff members, clientele and CRA is important to the success of this position.

Qualifications:

- Recent graduate of accredited personal income tax training program or 2 years related experience
- Friendly, enthusiastic attitude, with a desire to learn
- Computer proficiency, including Microsoft Outlook, Word, Excel and income tax software (Profile or Taxprep)
- Effective verbal and written communication
- Organizational, analytic and problem-solving skills
- Ability to switch between tasks while maintaining accuracy

At ProVerus, we value our members and invest in their success. Our new seasonal member will expand his or her public accounting skills with the support of respectful, skilled coworkers. In exchange for hard work and dedication to serving our clients, we offer individual recognition, flexibility to blend work and personal needs, and benefits that exceed our industry's standard. We support our strong interactive culture and balance the obligations of our busy season with enjoyable activities, contests and luncheons to keep our workplace energetic and fun.

If you'd like to enhance your skills in a supportive and rewarding team environment, forward your resume with cover letter to us at [hr@proverus.ca](mailto:hr@proverus.ca). Apply early. Our position is open until a suitable candidate is found.

We thank all applicants and will contact those selected for interview.