

## **ACCOUNTING ADMINISTRATIVE ASSISTANT**

Brownlow Partners Chartered Professional Accountants is currently seeking a skilled and personable **Accounting Admin Assistant** to join our team in the charming Village of Ancaster, Ontario. This position is ideal for a highly detailed person with excellent interpersonal and client service skills, who has the ability to adapt to changing priorities to meet fluctuating demands.

Specializing in the needs of small and medium privately held businesses, Brownlow Partners has been helping our valued clients achieve their financial goals since 1980. We do this by serving as *trusted advisors building tailored solutions to enhance the success of privately held businesses*. We take pride in our team of dedicated professionals who work hard together to provide exceptional service with a personal touch that exceeds the expectations of our clients. At BP, we foster mutually beneficial and rewarding employee/employer relationships. We encourage and promote professional development and growth, a collaborative and supportive environment, and opportunities for fun and levity to celebrate our accomplishments.

### **The Opportunity**

As part of the Administrative Services Team, the **Accounting Admin Assistant** is responsible for the corporate year-end process, from receipt of clients' year-end information to final package preparation. Key responsibilities include:

- Allocating client files to team members and monitoring deadlines for filing
- Proofreading and preparing financial statements for year-end final packages
- Tax reporting slip preparation and printing
- Personal tax client package preparation
- Administrative support and reception backup as needed

### **Education & Experience**

- High school diploma required; college business admin and/or accounting diploma preferred
- 3+ years' experience in similar admin role, preferably within a professional services firm
- Must be computer savvy and well-versed in MS Office, Excel and Word
- Prior experience with Caseware and Doc-it considered an asset
- Prior proofreading/editing experience considered an asset

### **Skills & Attributes**

- Integrity, honesty, and confidentiality
- Strong client service skills – both internal and external
- Excellent interpersonal, verbal and written communication skills
- Keen attention to detail
- Highly dependable and organized, with a strong work ethic
- Ability to prioritize and manage multiple tasks
- Well developed problem-solving skills
- Continuous desire to learn, grow and improve
- Ability to work well both independently and as part of a team
- Positive and professional demeanor

If you meet the requirements above and are interested in being part of the Brownlow Partners Team, please email your resume together with cover letter to Kendra Jaworski, Human Resources Manager at [kendra.jaworski@brownlowcas.com](mailto:kendra.jaworski@brownlowcas.com) no later than November 10, 2017. We thank all candidates for their interest; however, only those selected for an interview will be contacted. No phone calls please.

*Brownlow Partners is an equal opportunity employer that values diversity and is committed to inclusiveness and providing barrier-free recruitment processes. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, accommodations are available for all parts of the recruitment process. If contacted for an employment opportunity, applicants are asked to make any accommodation needs known in advance.*