

## STAFF ACCOUNTANT

Windsor, Ontario

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### Who We Are

Capital Assist Professional Corporation (“**CAPC**”) is an accounting, assurance and taxation advisory practice in Windsor, Ontario established to assist clients in a broad range of services and help them meet all, of the financial goals and objectives of its diverse client base.

The Capital Assist organization comprises of CAPC, an accounting, assurance and taxation advisory practice, and Capital Assist (Valuation) Inc. (“**CAV**”), a leading, independent business and transaction advisory practice established to assist clients in a broad range of services, including business valuation, litigation support, transaction advisory (mergers and acquisitions), management consulting and CFO services.

We are the only boutique advisory firm in the region (you don’t need to move to Toronto to get involved in this specialty type of work!). We serve clients all across Canada in a range of size and industries including private companies, publicly traded companies, governments, institutions and their professional advisors.

We are building a thriving organization and aim at creating a lasting legacy in the communities that we serve. We have a diverse team that is energized and supports each other. Team members hold a variety of professional designations, including CPAs, CBVs, CFAs, MBAs, and other qualifications. As a speciality firm, we offer a professional environment, and a great place to learn and advance your career. Everyone at Capital Assist is a part of the team and is actively involved in various aspects of the organization.

Capital Assist has experienced significant growth in recent years through organic expansion of the service lines, and the addition of new team members, culminating in a recent expansion of our office. The high quality of services provided to our clients, driven by our committed team, has allowed us to compete with and outperform the largest recognized accounting and advisory firms. As we continue our growth trajectory, we will continue to develop our team members into future leaders of the firm; come join us!

To learn more about our company, please visit our website, [www.capitalassist.ca](http://www.capitalassist.ca)








## The Opportunity

We are seeking one or more motivated and high-performing individuals to join our growing team in the role of Staff Accountant. This position is ideal for individuals who are passionate about accounting and finance.

The Staff Accountant will be reporting to Senior Management and is responsible for the preparation of year-end working papers, financial statements and tax returns, assist clients with internal accounting records and preparation of internal reporting, and other client deliverables.





## Role, Key Responsibilities, and Day-to-Day Tasks

The responsibilities of the Staff Accountant will include the following:







-  Perform procedures required in the preparation of year-end compilations, reviews and audit engagements;
-  Assist clients with their traditional accounting records including providing guidance on recording transactions, account reconciliations, month-end procedures and internal reporting;
-  Assist clients with bookkeeping matters such as bank reconciliations, preparing HST returns, payroll, source deduction remittances and month-end reviews, through creation of procedural guides and monitoring;
-  Prepare corporate, personal and trust tax returns, assist with tax planning and the compilation of relevant slips and forms for clients;
-  Prepare information requests, document key issues, and compile supporting schedules for various engagements;
-  Assist with the analysis of internal financial controls, document processes, and procedures; and,
-  Communicate with partners on the status of files and participate in client meetings, discussions and follow-ups.

## Candidates Credentials

Interested candidates should possess the following qualifications:

-  Candidates pursuing a certificate or degree in accounting, finance, or related area of study;
-  An interest in pursuing CPA and/or other designations will be viewed positively;
-  Proficiency in Word, Excel and PowerPoint. Experience with Caseware, TaxPrep, Sage and Quickbooks would be considered an asset; and,
-  Relevant work experience will be viewed positively.

## Ideal Skills and Attributes of the Candidate

-  Ability to set priorities and manage competing demands when work on multiple engagements simultaneously;
-  Ability to work well both autonomously and collaborate in a team environment;
-  Proactive client service approach with strong verbal and written communication skills;
-  Ability to collaborate with internal and external parties to meet deadlines and resolve issues;
-  Detail-oriented, highly organized with exceptional documentation and record keeping abilities; and,
-  Positive attitude, strong work ethic, open to feedback and have a desire to be a team player in a collaborative and fun team environment.

## Why Choose Capital Assist

Capital Assist is a multi-disciplinary group of companies which leverages the unique skills and experience of its team to deliver comprehensive, sound advice to its clients. The organization comprises of CAPC, an accounting, assurance and taxation advisory practice, and CAV, focused on business valuation, litigation support and transaction advisory services.

At Capital Assist, you will have the opportunity to work with highly experienced partners and other senior staff members who value mentorship and consider training to be an integral part of their role. You will be exposed to diverse work opportunities and tailored solutions to client issues; we often say that “no day is the same”.

We care about our employees' professional growth and development. We encourage staff to undertake opportunities for professional development to enhance their experience, technical knowledge and professional skills.

Our collaborative team supports your success and welcomes your ideas and ambitions; in fact, your contribution will be appreciated from the very beginning. You can anticipate active engagement with clients and their professional advisors from the outset. Further, we offer excellent career advancement and progression opportunities.

We are looking to add a colleague who will be committed and will grow with the firm and be part of our legacy. If this is appealing to you, consider joining us!

## Location and Working Conditions

We believe that it is beneficial for employees to attend the office in person to boost human connections, collaboration and mentorship between team members as well as spur employee growth and professional development. We provide optimal workspaces to maximize comfort and productivity, including but not limited to standing desks.

Our office is located at 2558 Dougall Avenue, Windsor, Ontario N8X 1T6. On-site parking is available.

The Staff Accountant, as other team members, may work additional hours throughout the year, beyond the standard hours, to assist the firm meeting its objectives and fulfilling client's expectations, as required.

## How to Apply

If you are interested and meet the requirements for the position, please forward your resume, cover letter, and transcripts to the attention of Ms. JoAnne Maleyko at [jmaleyko@capitalassist.ca](mailto:jmaleyko@capitalassist.ca) or through our website at [www.capitalassist.ca/careers/](http://www.capitalassist.ca/careers/).

Resumes will be held in the strictest of confidence. While all resumes will be reviewed, only those candidates selected for interviews will be contacted.