

## JUNIOR AND EXPERIENCED ACCOUNTANTS NEEDED

Horizon CPA is a professional accounting firm located in downtown Vancouver. We offer professionals and privately-owned businesses hands-on tax and financial planning advice and customized tax planning services. Our purpose is to help organizations thrive and prosper in Canada and you will play a significant role in this.

We are looking for full-time junior and intermediate accountants who can join our team and provide exceptional services to our clients. Just like us, you are a tenacious self-starter. Your days start early, and you arrive at work before your day begins. You are a team-player and understand that it is the little things that contribute to the quality of the work you present.

You care about others and the firm's long-term success. You are the person who asks, "What can I do to help?" and then takes action to ensure things get done. You are outgoing, proactive, and willing to put in some elbow grease to ensure the work gets done well and on time.

At Horizon, we believe in providing our people with continuous learning and growth opportunities through our training systems, exposure to a variety of industries, challenging work, and the opportunity to see work through from beginning to end. We also believe in fostering a strong collaborative environment. You will work with different teams throughout the year and develop relationships with different accountants, managers, and principals.

As part of our team, you will be responsible for:

- Preparing notice to readers, corporate income tax returns and filing elections in accordance with ITA
- Preparing personal income tax returns
- Assisting with personal and corporate tax planning
- Reviewing notices from CRA and preparing responses when required
- Providing bookkeeping assistance when required
- Building positive working relationships with clients and responding to requests and suggestions
- Communicating with team members regarding progress updates and issues
- Other tax related tasks

Who we are looking for:

- **You are currently enrolled in CPA studies or have completed CFE**
- You are proficient in Caseware, Tax Prep, Microsoft Suite, Outlook and bookkeeping software
- You are resourceful and to work independently with minimal supervision
- You have above-average time management and organizational skills to meet deadlines
- You are fluent in English, both verbal and written, due to direct communications with clients, taxation authorities, and other parties

Benefits Offered:

- Paid over-time or time off in lieu of over-time
- Insurance, dental, and extended health coverage
- Reimbursement of CPA annual dues and course fees
- Reimbursement of Densmore CFE prep course fees
- Reimbursement of professional development courses fees
- Team building events and monthly team lunches
- Conveniently located in the downtown core, by Granville SkyTrain station, with access to Pacific Centre just an elevator ride away
- Jeans Fridays!

If you're interested in joining our growing team, please e-mail your **cover letter, resume and latest transcripts** to [HR@horizoncpa.ca](mailto:HR@horizoncpa.ca). In your cover letter, please tell us about a time you had to deal with a difficult deadline.

We thank all applicants for their interest, however only those selected for an interview will be contacted.