



LEDINGHAM McALLISTER

Building BC since 1905

Position: Junior Tax Accountant

Department: Tax

Application Deadline: September 13, 2019

Reports to: Corporate Accounting & Tax Manager and CFO

Job Summary

Ledingham McAllister, a well-established Vancouver real estate development firm located in Coal Harbour, is seeking a Junior Tax Accountant to join its Finance team. Reporting to the Corporate Accounting & Tax Manager and CFO, the candidate will be a member of the internal tax team responsible for all annual tax filing requirements for a group of companies and partnerships.

Primary Responsibilities:

- Prepare year-end working paper files, adjusting journal entries and financial statements
- Prepare Canadian tax returns and schedules for corporations and partnerships
- File and finalize financial statements and tax returns according to company's established procedure
- Prepare and file tax elections as required
- Review and handle CRA correspondence
- Research accounting and tax issues and document findings and resolutions
- Maintain a schedule of tax balances, such as non-capital loss, RDTOH, GRIP and ensure CRA's records agree to schedule
- Maintain deadline control system and tax filing records
- Co-ordinate with the finance department as required
- Ensure year-end and tax related journal entries are recorded and posted in SAGE
- Maintain organizational chart and corporate records
- Handle ad hoc tasks assigned by manager or CFO

Required Skills & Qualifications:

- Canadian corporate income tax compliance experience is required in this role
- Minimum of one year experience with Canadian corporate and partnership income tax or real estate industry
- Experience with CCH Taxprep software preferred
- Ability to work independently and as part of a team
- Excellent organizational and time management skills
- Excellent written and oral communication skills
- Ability to draft, edit and format professional business correspondence
- Excellent interpersonal skills; ability to deal effectively and professionally
- Experience using ACCPAC/SAGE and JazzIt is an asset

Salary to commensurate with experience. To apply, please email resume with cover letter to: Ivy Hu, ihu@ledmac.com. Only qualified candidates will be contacted. No phone calls please.