



CHARTERED PROFESSIONAL ACCOUNTANTS

Personal Tax Preparers

Kingston Ross Pasnak LLP Chartered Accountants is looking to fill two seasonal Personal Tax Preparer positions beginning mid-February ending April 30, 2019. The successful individuals would report to Human Resources/Managers/Partner(s) and Team lead. They would have a minimum of 3 years of previous experience preparing complex personal tax returns at an intermediate to senior level and be willing to work evenings and weekends.

Responsibilities include:

- Income tax preparation for personal, professional and self-employed owners
- Preparation of returns that include: investments, foreign tax reporting, capital gains exemptions, rental properties, RRSP and other registered plans and various other personal tax areas
- Contacting clients and third party members for relevant information
- Assemble and organize supporting documentation required to prepare income tax returns

Required Competencies:

- Dedicated Professional with a strong work ethic
- Positive attitude
- Strong organizational and time management skills
- High attention to detail
- Ability to work effectively in a high volume environment
- Exceptional written and oral communication

Knowledge, Education and Experience Requirements:

- Minimum three years of experience in the preparation of personal tax returns
- Ability to work evenings and weekends
- Experience with Taxprep and Caseware would be an asset
- Accounting or bookkeeping experience would be an asset

If you would like to work for a great employer and an amazing team, please submit your résumé and cover letter via our website under Administrative Support: <https://www.krpgroup.com/working-with-krp/careers>. Please refer to our website for submission deadline date.

If you have questions, please contact Jeannette Blumentrath, HR Director at 780-420-4767.

We wish to express our appreciation to all applicants for their interest in KRP; however only candidates selected for an interview will be contacted.