

RESOURCES • STRATEGIES • SOLUTIONS

Staff Manager

Are you an enthusiastic, self-starter who is passionate about helping and guiding owner-managed businesses? Does working in a firm which prides itself on recognition, flexibility and BBQs, apple picking and community involvement sound appealing? If so, joining our team at IFTL Chartered Professional Accountants might be the right choice for you!

Our firm has been working with business owners in the Annapolis Valley and beyond for over 30 years. Our team of CPAs, technicians and administrative staff are rich in experience and collaborative in practice. We work hard with our clients, during the exciting start up phase; navigating the changing business environment through a company's growth to maturity; or assisting when it is time to wind down; we collaborate with our clients so they can focus on their business while we provide support along the way.

As the ideal candidate for this position you will have at least three years experience in public practice and possess either an undergraduate degree or diploma in accounting or finance. You will like mentoring junior staff, and developing processes in the areas of scheduling, organizing and supervising. A CPA designation is an asset but equivalent experience will be considered.

You will also possess:

- Ability to work in a fast-paced, deadline driven environment
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Analytical and problem-solving capabilities
- Aptitude with computer applications, including experience with Excel, Sage (Simply), QuickBooks and Intuit Profile

Your role will include the following tasks and skills:

- Build trust, and relationships with clients that last, so that you become their go-to business advisor
- Effectively communicate responses to questions from clients in a timely manner
- Oversee junior staff, and take responsibility for project and task assignment and management
- Provide training and assistance to technicians, CPA students, co-op students and others.
- Prepare and review working paper files, corporate tax returns and financial statements with accuracy and proficiency
- Efficiently prepare and review T1 individual tax returns and associated business activity schedules
- Collaborate with other team members to provide the best solutions for our clients
- Demonstrate strong project management skills, inspire teamwork and responsibility with other team members

Apply for this engaging career opportunity today! Please forward your cover letter to Elizabeth Benoit at elizabeth@iftl.ca We appreciate all applications but advise that only those considered for interviews will be contacted.