

Job Posting: 6367 - Position: Accounting Student

Co-op Work Term Posted:	Spring 2019
Application Deadline	11/11/2018 11:59 PM
Application Method:	Career Bridge
Posting Goes Live:	10/29/2018 4:07 PM
Job Posting Status:	Approved

Company Information

Organization	Kelly and Creaghan Chartered Accountants
Salutation	Ms.
Job Contact First Name	Jane
Job Contact Last Name	Doe
Contact Title	Office Manager
Address Line One	Suite #400, 1000 Centre Street North
City	Calgary
Province / State	Alberta
Postal Code / Zip Code	T2E 7W6
Country	Canada

Job Posting Information

Term Posted	Spring 2019
Job Title	Accounting Student
Duration	4 Months/Poss. Extension
Job Location (City/Town)	Calgary
Job Location (Province/State)	Alberta
Job Description	

We are a local accounting firm in Calgary. Our clients range from local, owner-managed enterprises, professionals in various industry sectors such as hospitality industries, real estate, manufacturing high tech, and medical, among others. We also carry out special engagements in forensic accounting and investigations. We do not have public company clients, oil and gas or agricultural clients and we do not do audits.

We are currently accepting applications for Co-op students to start in January 2019 to work in our General practice for a period of 4 months with a possible extension.

In this role you will be exposed to all aspects of client services including:

- tax
- assurance
- notice to reader engagements
- T4 and T5 preparation

- GST filings
- Monthly & Quarterly accounting for clients

Job Requirements

Candidates should:

- Be pursuing a Management major in accounting, with the desire to pursue a professional designation in accounting
- Have a good academic standing
- Have exposure and involvement in extra curricular activities
- Have an interest in pursuing their articling in a small accounting firm
- Have a positive attitude with good communication skills both written and oral

We need individuals who are:

- Able to take initiative
- Able to multi task
- Able to work well in a small office environment
- Able to manage demands and expectations
- Able to demonstrate good interpersonal skills and able to build relationships
- Good telephone skills
- Self confident and can make decisions

Preferred Academic Level	Undergraduate
All Programs	No
Targeted Degrees and Disciplines	Bachelor of Management (BMGT) Accounting
Projected Start Date	January 02, 2019 12:00 AM
Projected End Date	April 30, 2019 12:00 AM